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MONTANA PERSONNEL PERSPECTIVES

Number 11
Volume III

January 1984

COMMENT PERIOD UNDERWAY FOR PROPOSED RULES ON EMPLOYMENT PREFERENCE

Five public hearings have been scheduled to receive comment on the proposed rules to administer the new Veteran's and Handicapped Person's Employment Preference Act, Personnel Division Administrator Dennis M. Taylor has announced. The hearings will be conducted in Helena, Great Falls, Havre, Billings and Missoula, in February.

The Personnel Division also will offer a four hour workshop to assist interested persons with the implementation of the new law.

In addition to the public hearings, the department of administration is soliciting written comments on the proposed rules until February 23, 1984. Taylor said written comments carry the same weight as oral testimony in the department's consideration of comments on proposed rules. At the end of the comment period, the department will consider all comments received and make changes to the proposed rules where appropriate before they are adopted and become binding on covered employers.

The hearings will be conducted at the following times and locations:

1. 7 p.m. February 16, 1984, in the Auditorium of the Department of Highways Building, 2701 Prospect Avenue, Helena; Barbara Charlton, Hearings Officer;

2. At 7:30 p.m. February 16, 1984, third floor, Parmly Billings Library, 510 North Broadway, Billings; Jim Nys, Hearings Officer;

3. At 7 p.m. February 21, 1984, the Gallery Room Second Floor, Civic Center, Park Drive and Central Avenue, Great Falls; Pam Wintrode, Hearings Officer;

4. At 7 p.m. February 16, 1984, the City Council Chambers, 201 West Spruce Street, Missoula; Mark Cress, Hearings Officer, and

5. At 7 p.m. February 22, 1984, the City Hall Council Chambers, City Hall, Havre; Pam Wintrode, Hearings Officer.

Written comments regarding the proposed rule may submitted to Dennis M. Taylor, Administrator, Personnel Division, Department of Administration, Room 130, Mitchell Building, Helena, Montana 59620, no later than February 23, 1984.

The Personnel Division will also be sponsoring a 4-hour workshop for interested persons to assist with the implementation of the new preference law. The workshop schedule is as follows:

a) From 8:00 a.m. to Noon, February 17, 1984, in the auditorium of the Department of Highways Building, 2701 Prospect Avenue, Helena, Montana 59601;

b) From 8:00 a.m. to noon, February 17, 1984, Parmly Billings Library, 510 North Broadway, Billings, Montana 59103;

c) From 1:00 p.m. to 5:00 p.m., February 21, 1984, the Gallery Room, second floor, Civic Center, Park Drive and Central Avenue, Great Falls, Montana 59401;

d) From 8:00 a.m. to noon, February 17, 1984, the City Council Chambers, 201 West Spruce Street, Missoula, Montana 59802; and

e) From 1:00 p.m. to 5:00 p.m., February 22, 1984, the City Hall Council Chambers, City Hall, Havre, Montana 59501.

The workshop will cost $20.00 per person or $15.00 per person for more than 2 persons from the same billing source. Participants must pre-register for the workshop. To pre-register please call, Jean Knight at 444-3985, or John Camper at 444-3774.

LEGAL PANEL TO REVIEW DISCIPLINE HANDLING RULES

An eight-member legal review panel will review the proposed discipline handling rules and make recommendations regarding changes to the rules.

The panel's first meeting was January 16. It is composed of J. Michael Young, Administrator, Insurance and Legal Division, Department of Administration; Jayne Mitchell, Staff Attorney, Personnel Division, Department of Administration; Leroy Schramm, Chief Legal Counsel, Office of the Commissioner of Higher Education; Stan Bradshaw, Attorney, Department of Fish, Wildlife and Parks; John Maynard, Assistant Attorney General, Department of Justice; Scott Currey, Attorney, Department of Labor and Industry; Rod Sundsted, Chief, Labor Relations Bureau, Personnel Division, and Mark Cress, Chief, Employee Relations Bureau, Personnel Division.

The panel will examine the previously proposed discipline handling rules, to identify areas where they improve current policy and to identify areas for further change or addition to the proposal. Just cause, due process and documentation all will be subjects for discussion in relationship to the proposed rules. The work of the legal review panel will be used by the Personnel Division to revise the proposed discipline handling rules.

For further information about the panel or the discipline handling rule revision process, contact Mark Cress, Gale Kuglin or Barb Charlton, 444-3871.

GCEH SETS NEW GOALS FOR 1984

Governor Ted Schwinden has declared 1983-1992 as the "Decade of Disabled Persons". The Governor told members of the Governor's Committee on Employment of the Handicapped that strides have been made in helping the disabled and that efforts will continue.

Governor Schwinden presented the proclamation to new GCEH Chairman Lowell Bartels at the committee's January 10 meeting.

Seven new members were welcomed to the committee by Mr. Bartels. They are John D. LaFaver, Director, Department of Social and Rehabilitation Services; Phil Salzwedel, personnel officer, Department of Revenue; Patrick J. Hayes, AFL-CIO; Boyd A Peterson, Rehabilitative Services Advisory Council; Jerry R. Baker, Visual Services Advisory Council, and Denise Kagie, Developmental Disabilities Planning and Advisory Council.

Returning members are Daniella Capp, Developmental Disabilities Planning and Advisory Council; Mark Bowlds, Department of Labor and Industry; Rose E. McGuire and Lowell Bartels, private employer representatives; Judith A. Johnson, Office of the Superintendent of Public Instruction; Robert T. LeMieux, Rehabilitative Services Advisory Council; and R. Budd Gould, Visual Services Advisory Council.

Jim Nys, State EEO Coordinator, updated the committee on the new Employment Preference Act and explained how the task force was proceeding on rule making.

Jayne Mitchell, State Personnel Division Attorney, addressed the issues that had arisen while the GCEH was looking into a volunteer program. Ms. Mitchell felt there should be no serious legal problems if volunteers are used wisely and agencies consult their attorneys in the areas of insurance, workers compensation and related issues. The committee also agreed to continue to pursue other 1983 goals including the Key Employer Program, Technical Assistance Package, and working with severely handicapped.

The committee also set goals for 1984 and decided to:

a) set up a program to show disabled applicants how to pursue and obtain employment,
b) set up a Windmills training program for school systems,
c) conduct an accessibility survey of the capitol complex,
d) increase the visibility of GCEH, and
e) continue with and follow up on goals set for 1983.

For further information, please contact Bob Liston at 444-3885.

STAY WELL, WELL, WELL

Upcoming state health promotion activities in Helena include:

1. Wellness Class, Thursday 1:30 to 3:30 p.m., six weeks, beginning early February.

2. Stress Management, the time to be determined beginning mid-February. Dependents who are covered by the Employee Benefits plan (spouse and/or children) are encouraged to attend classes.

For more information and to register, please call 443-1010, Ext. 363, or Mike Arnold, 444-3946, at least one week before a class starts.

STATE GROUP BENEFITS ADVISORY COUNCIL TO MEET

The State Group Benefits Advisory Council Committee is meeting January 26 at 1:00 p.m. in Room 136 of the Mitchell Building. Brad Byers, consultant to the state health plan from William M. Mercer, Inc., will present the quarterly report on the group health experience and how well the state's self-funded plan is working.

Representatives from Mutual of Omaha will be in attendance to answer questions and to address some of the difficulties experienced during the change from Blue Cross in September.

An update on this meeting will be included in the next publication.

For further information, please contact Mike Arnold at 444-3946.

DEFERRED COMPENSATION

This is the time to start preparing your 1983 tax returns. It's also time to plan for your 1984 tax liabilities.

Consider the State Deferred Compensation Plan. Taxes are not assessed against income in this plan until the money is received by the participant, normally at retirement. Money invested in the fixed option in 1984 will earn 11.35% annualized interest in the first quarter and at least 10.45% annualized interest in the remaining quarters.

The plan now has ten variable options from which a participant can choose. Since 1981, the plan has had three growth stock funds, an aggressive growth stock fund, an income stock fund, a bond fund and a money-market fund. The three new funds in 1984 are Fidelity High Income Fund (bonds); Fidelity Equity Income Fund (income and growth stocks), and; Twentieth Century Growth Investors (aggressive growth stocks).

Within the next few months, it is expected that deferrals will be sent to Nationwide twice as opposed to once each month. This should lead to greater investment yields as deferrals are deposited quicker.

Program assets, held in behalf of 2900 participants, are now nearly $19 million and are expected to reach $25 million by this time next year. Employees interested in reviewing their 1984 investment and tax strategies should contact:

Montana Benefits Inc./G. F. Murray Company
Montana Club Building
22 Sixth Avenue West
Helena, MT 59601
443-6398

CLASSIFICATION ENHANCEMENT PROJECT ENTERS SIGNIFICANT STAGE

The classification enhancement project is now in one of its most important stages - identification of the relative value employees and the community place on various aspects of work.

The project is following the direction recommended by the National Academy of Science's review of job evaluation methods.

In its final report, the Academy of Science committee on occupational classification and analysis indicated that there is no absolute standard of job value or worth. The choice of what factors to measure and how to define and weight them should be based on the best judgments of an organization concerning what job aspects are most critical to its operations, not on existing labor market or organizational pay rates. For example, hospitals can be expected to emphasize technical skill; retail businesses can be expected to emphasize skills involved in marketing and sales, etc.

In developing the new point factoring job evaluation method for Montana's classification system, factors will be defined and weighted based on the judgment of a cross section of state employers, managers and private citizens regarding the way jobs should be evaluated.

This process provides the employer with a method to more conveniently and consistently evaluate jobs.

State employers as well as three private citizens will be used in two different capacities to provide an assessment of the organizational values that should be built into the Montana system.

A 14 member Job Classification Advisory Council has been appointed to advise and consult with the technical staff throughout the project.

Advisory Council Members are:

State Employee Members

Fritz O. Behr, Administrator
Law Enforcement Services Division
Department of Justice

Yvonne Sylva, Administrator
Management Services Division
Department of Health and
Environmental Sciences

Donald D. Gruel, Adminstrator
Maintenance and Equipment Division
Department of Highways

Barbara Duffy, Adm. Assistant
Commissioner's Office
Department of Labor and Industry

Catherine M. Swift, Attorney
Office of Legal Affairs
Department of Social and Rehabilitation
Services

Curt Chisholm
Deputy Director
Department of Institutions

Richard W. Wareham
Warehouseman
Boulder River School & Hospital
Boulder, Montana

Betsy Marie Phillips
Tax Examiner
Income Tax Division
Department of Revenue

Irene Claudette Johnson
Education Consultant
Office of Public Instruction

Montana University System Members

Cathy H. Conover, Personnel Officer
Montana State University
Bozeman, Montana

Dr. Jonathan Tompkins
Professor of Political Science
University of Montana
Missoula, Montana

General Public Members

Cheryl Gillespie, Manager
Mountain Bell
Helena, Montana

William M. Murray
Assistant Administrator
St. Vincent Hospital
Billings, Montana

Virginia A. Bryan
Attorney at Law
P. O. Box 3093
350 Security Building
Billings, Montana

The Job Classification Advisory Council held its first meeting for orientation purposes on December 16, 1983, and met again briefly on January 13, 1984, to make organizational dicisions. Virginia Bryan was elected as chair and Curt Chisholm, vice chair. The council plans to hold its first substantive meeting to review the results of the ranking process described below on February 17 in the Cogswell Building.

In addition to the Advisory Council Members, 30 employees nominated by state agencies, are serving on four ranking panels and will participate in the initial development stage of the project.

Ranking panel members include:

Department of Labor and Industry

Janice VanRiper
Chief, State Fund Bureau

Department of Revenue

Sam Nelson
Tax Examining Technician

Jeff Miller, Chief
Corporate Tax Bureau

Department of Institutions

Lois Cassan
Administrative Secretary

Harold Loomis
Maintenance Supvr. III

Darlene Patacini
Habilitation Aide III

Bill Unger, Superintendent
Mountain View School

Department of Justice

Susan Hanson, Adm. Ass't.
Attorney General's Office

Department of Social and Rehabilitation Services

Norine Joyce, Supervisor
Word Processing

Bill Collins, Supervisor
District Social Services

Pat Godbout, Administrator
Audit & Program Compliance

Department of Agriculture

Gary Gingery, Administrator
Plant Industry Division

Department of Justice

Susan Hanson, Adm. Ass't.
Attorney General's Office

Department of Highways

Joann Eschler
Administrative Officer

Arthur Tintinger
Maintenance Supervisor

Mitch Miller
Design Supervisor

William Strizich, Chief
Project Analysis Bureau

University System

Mary Seccombe
Administrative Assistant
Montana Tech

Emerson Vorel
Groundskeeper

Joyce Dozier
Administrative Officer
University of Montana

Montana State Library

Charlotte LaVaessuer
Librarian

Department of Public Service Regulation

Danny Oberg, Commissioner
Public Service Commission

Department of Commerce

Donald Dooley, Asst. Adm.
Local Government Services

Department of State Lands

Randy Mosley, Administrator
Field Operations Division

Department of Natural Resources

Mike McLane, Manager
Adjudication Program

Department of Fish, Wildlife and Parks

Nancy Kraft, Supervisor
General Licensing

Department of Military Affairs

James Bernet
Planner

Department of Livestock

Shirley Clark, Chief
Brands & Markets Bureau

Department of Administration

Paul Rylander, Chief
Computer Operations Bureau

Department of Health and Environmental Services

Sherri Pettit, Consultant
Public Health Nurse

Office of the Commissioner of Higher Education

Betty Haight, Secretary

The ranking panels met during the week of December 16 to rank 140 descriptions of a cross section of common state jobs called benchmarks. The panels are meeting again during the weeks of January 9 and January 16 to rank the benchmarks on ten tentative job factors:

1. Complexity
2. Knowledge and skills required
3. Organizational responsibility
4. Responsibility for the working safety of others
5. Responsibility for work property
6. Impact
7. Discretion
8. Personal contacts
9. Physical demands
10. Working conditions

The panels' responses will be analyzed using a computer program provided by the Research and Development Section of the federal job classification office. This analyses will provide information on:

1) The number of different levels or degrees of each factor that can be distinguished.

2) How the factors should be operationally defined, i.e., what kinds of work represent higher and lower degrees of complexity, required knowledge and skills, etc.

3) What factors best predict the whole job criterion ranking for purposes of weighting.

Also, panel members' evaluations of the process and outcomes will be obtained during special panel meetings tentatively scheduled for February 16. The project staff hopes to complete development of the primary standards for the new methodology by the end of April and distribute them for review and comment prior to conducting a field test.

Time tables for implementation are expected to depend on cost implications as well as technical feasibility. While implementation could begin as early as 1985, it is expected to take 4-5 years to fully implement the project..

For more information, call Joyce Brown, Project Director or Eric Trimble at 444-3871.

PROFESSIONAL DEVELOPMENT CENTER

The Professional Development Center has published and distributed its first quarterly training schedule. Those who have not received it, should call 444-3774 to be added to the mailing list. A major proportion of this quarter's schedule is devoted to supervision training. This is due to the center's field test of newly developed supervisory curriculum. Next quarter's schedule should be more balanced.

The Management Development Advisory Council, a formal council of inter-departmental managers who assist in defining the scope and direction of the Center will meet at 9:00 a.m. on February 9, 1984 in the State Library Conference room. The topic of this meeting will be the philosophy and breadth of the forthcoming middle management training program.

For further information, please contact Jim Burgess at 444-3855.

PROFESSIONAL DEVELOPMENT CENTER
TRAINING CALENDAR

Date	Code	Title	Location	Fee
Jan.24 25, 26	G1-12	Personnel Practices for Supervisors	Rm. 224A, State Capitol Bldg.	$ 90.00
Jan.31	SX-01	New Employee Orientation	Rm. 136, Mitchell Building	$ 10.00
Jan.31	*SX-06	Sexual Harassment	Rm. 136, Mitchell Building	$ 15.00
Feb. 1	M1-01	Supervision: Responsibilities & Rights	Conference Room State Library	$ 55.00
Feb. 7 & 8	M1-02	Planning and Strategy	Rm. 212, Coach House East	$100.00
Feb.15	M1-04	Delegation	Conference Room State Library	$ 55.00
Feb.16	SC-61	Managing Your Time	Rm. 136, Mitchell	$ 30.00
Feb.23	SX-06	Sexual Harassment	Rm. 136, Mitchell Building	$ 15.00
Feb.27	M1-06	Developing Performance Standards	Auditorium, SRS	$ 55.00
Feb.29	G1-21	Supervisory Communications	Rm. 212, Coach House East	$ 60.00
Mar. 6 & 7	G1-11	Hiring and Selection	Rm. 212, Coach House East	$100.00
Mar.13	M1-08	Corrective Action and Discipline	Rm. 224A, Capitol Building	$ 55.00
Mar.21	M1-07	Evaluating Employee Performance	Rm. 136, Mitchell Building	$ 55.00
Mar.27	M1-03	Self Management	Conference Room State Library	$ 55.00
Mar.28 & 29	G2-21	Negotiation Skills	Rm. 212, Coach House East	$115.00

* Added Session - not shown in published Training Schedule.

To enroll in any of these classes, please complete the Registration Form in the Published Training Schedule. An additional Registration Form is contained in this issue of Montana Perspectives.

For further information, please contact John Camper at 444-3774.

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PROFESSIONAL DEVELOPMENT CENTER
DEPARTMENT OF ADMINISTRATION
PERSONNEL DIVISION
ROOM 130, MITCHELL BUILDING
HELENA, MONTANA 59620

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MONTANA PERSONNEL PERSPECTIVES

No. 12
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February 1984

EMPLOYEE FORUMS

The State Personnel Division will conduct a series of periodic open meetings for state employees. The topics will provide information in areas that interest and/or effect employees.

The first forum has been scheduled for March 13, 1984 at 12:00 noon in the SRS Auditorium, 111 Sanders, Helena. This is a luncheon meeting which will last 60 minutes. You are invited to bring a sack lunch. The topic will be Veteran's and Handicapped Persons Preference Rules and Jim Nys, State EEO Coordinator will be the main speaker. Dennis Taylor, Administrator, Personnel Division and Mark Cress, Chief, Employee Relations Bureau will make-up the three member panel for the discussion period.

Other possible topics that employee have shown an interest in are:

State Benefits - their value to you as an employee.

The State Classification System - planned improvements - comparable worth.

The state Payroll/Position Control/Personnel System - employee records of the future.

Discrimination in the workplace.

Personnel Policies - The Montana Operations Manual - examples.

The Professional Development Center - an opportunity for advancement.

Deferred Compensation - an investment opportunity for state employees.

Montana's Incentive Award Program

The State's Performance Appraisal System - the role of the employee.

If you are interested in one of the above topics or have other suggestions, we encourage you to address your request to: Linda Rickman, Personnel Division, Room 136, Mitchell Building, Helena, Montana 59620.

Both luncheon and evening meetings will be conducted to provide greater attendance of employees. Please indicate which session would be more convenient for you.

Additional sessions on the same topic will also be provided if there is a need to do so.

For further information please contact Linda Rickman at 444-3974.

POLITICAL ACTIVITY

As provided in the Election and Campaign Practices Law, 13-35-226, MCA, restrictions on political activity by employees only cover time on the job. You may not solicit money or otherwise campaign while at your place of employment.

No one may coerce or require that you contribute money or services to a political candidate or committee.

There are no restrictions on political activity on your own time. As a public employee, you may run for office and the law requires that you be granted 180 days of leave per year while you are serving in that office, if you are not covered under the Hatch Act.

State employees in federally aided programs which include all Merit System positions, are covered by the federal Hatch Act and different rules apply to you regarding political activities. Under this law, you may not:

(1) use your official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;

(2) directly or indirectly coerce, attempt to coerce, command or advise a State or local office or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or

(3) be a candidate for public elective office in a partisan primary, general, or special election.

For further information, please contact Linda Rickman at 444-3794.

HEALTH PROMOTIONS

Stay Well, Well, Well classes in nutrition, wellness, and exercise have begun in Billings. 89 state employees are attending classes and have taken the health risk appraisal. Participation is high and more classes will follow.

Employee physical condition classes are in the works for state employees in Helena. Currently 25 Department of Natural Resources and Conservation employees are attending a noon time class instructed by Mary Kay Benett from Capital Courts.

Many different classes are offered to state employees and their dependents in Helena. Classes are being offered at these sites - Butte, Anaconda, Deer Lodge and at Warm Springs State Hospital. For more information call Mike Arnold 444-3946.

Health Promotion Week is being planned for the middle of May. The theme will be "Join a Health Group, Stay Well, Well, Well. Various screenings (blood pressure, etc) will be offered along with speakers and a series of films in various places and times throughout the week. All state employees and dependents are urged to attend.

BENEFITS ADVISORY COUNCIL MEETING

State Group Benefits Advisory Council committee met on January 18, 1984. Brad Byers, the state's Benefits Consultant from William M. Mercer, Inc., gave his quarterly report. Claims appear to be low at this time. That is because state employees are getting healthy and using the health care delivery system wisely - keep up the good work.

Dean Carmichael, Group Manager and Cathy Pitkin, Claims Manager, both from Portland represented Mutual of Omaha at the meeting. They have apparently remedied the kinks in the system from the change over. Claims payment and claims processing should move smoothly. There have been some slight problems in the transference of information from the state to Mutual's computers. That, too, is being take care of. So things are becoming better.

In addition to the Group Benefits Advisory Council, a task force has been established to work on ways to improve the benefits plan design. Members are Mike Arnold, State Benefits Coordinator, Rod Sundsted, Chief of Employee Benefits Bureau, Art McCurdy, Labor Relations Specialist with Labor Relations Bureau, Brad Byers, State Benefits Consultant and Dan Carmichael, Group Manager with Mutual of Omaha. The task force will issue their first report in about 6 months.

For further information, please contact Mike Arnold at 444-3946.

MANAGEMENT DEVELOPMENT ADVISORY COUNCIL MEETING

On Thursday, February 9, the newly formed Management Development Advisory Council met for the second time. Purpose of the meeting was to discuss the role and scope of the middle management training program to be produced for state employee training in the latter part of 1984 by the Professional Development Center, Personnel Division, Department of Administration.

Although several needs were identified and goals set, it was agreed that another session was needed in the very near future in order for the PDC to meet time constraints. Due to the complexity of the subject, coupled with the enthusiastic participation from members of the Advisory Council, it was decided that a two-day intensified study session was needed.

Dr. Ken Weaver, a member of the Advisory Council, offered to host the meeting at MSU in Bozeman where resources and facilities are readily available. Date for the meeting will be Thursday and Friday, March 8 - 9.

Anyone having information they would like to provide Council members concerning middle management training, or other topics of interest to the council may call Jim Burgess, Center Director, at 444-3855.

INCENTIVE AWARDS

Award presentations, publicity and supervisory support have led to an increase in the number of suggestions being submitted by employees. With continued supervisory support, the state and its employees will continue to benefit as interest in the program grows.
It cannot be stressed enough that managerial support of this program is the key to its success. Occasionally, employees may casually offer ideas that may improve state government. Perhaps, all that is needed is some assurance that the idea might work or might be accepted by management. Please encourage and assist your employees in researching and developing their improvement ideas. Even if these ideas are not implemented, you are helping these employees to develop skills not normally listed on their job description and, through fair evaluations, giving them a greater sense of being involved with state government.

On February 28th, the Incentive Awards Advisory Council will hold its next meeting. Suggestions are expected to be reviewed and at least two of these are being recommended by the agency review committee for cash awards. With these two anticipated awards, this will bring the total number of award recipients to thirteen and the total amount awarded to $3,030.

For further information, please contact Joe Michaud at 444-3887

STAFF CHANGES

Mike Mikota, Personnel Specialist with the Classification Bureau has accepted a position with the Department of Commerce as their Personnel Officer. His last day will be February 29.

Doug Denler has moved from his position as Supervisor of the Operation Section in the Classification Bureau to Labor Relations Specialist with the Labor Relations and Employee Benefits Bureau. He can be reached at 444-3871.

Merrilee Coleman has been selected as Administrative Clerk in the Insurance Administration Section of the Labor Relations and Employee Benefits Bureau. She began work February 14 and can be reached at 444-3819.

P/P/P SYSTEM UPDATE

The Personnel Division is in the process of revising and improving the training functions of the P/P/P system. Jim Nys, EEO Coordinator in the Personnel Division has been assigned to coordinate the project.

Because of the lack of usable reports and the time needed to input information, few agencies have taken advantage of the power of the database.

Nys has been meeting with agencies with full-time training staff to identify what is needed in terms of information and reports.

In some cases, agencies have already established computerized training records. Where this is the case, P/P/P can arrange for the data to be transferred to the central computer files without the necessity of filling out paper forms. If you already have a manual system of records input can be arranged at the expense of the P/P/P system.

Many agencies have cited reasons for a past reluctance to use the P/P/P training function. Most of those objections have now been overcome. Using the P/P/P system carries with it a long list of advantages over what you may now be using:

1. The P/P/P system has a built in security system - a feature lacking in most smaller systems.

2. The P/P/P system, not the user agency, bears the cost of data input.

3. Regular reports are provided to agencies at no cost.

4. The training function is part of the P/P/P database which allows agencies to link any information in the system together even if you didn't anticipate the need in advance.

5. Almost anyone can be trained to use the system to request reports, view information or perform routine tasks on a terminal in four hours or less. Training is provided by the P/P/P system at its expense.

6. The cost and trouble of maintaining the system and the central records are borne by the P/P/P system.

If you already have a computerized or manual system of training records you can usually achieve a considerable cost reduction by using the P/P/P training function.

If you would like additional information on the P/P/P system and what it can do for you or if you have suggestions as to how the system can be modified to better meet your needs contact Jim Nys in the State Personnel Division at 444-3796.

TAYLOR ATTENDED COMPARABLE WORTH CONFERENCE

Dennis Taylor, Administrator, Personnel Division attended the National Association of State Personnel Executives (NASPE) Conference in San Antonio, Texas, February 17-18-19. The conference was on Comparable Worth: Strategic Planning for State Personnel Executives.

PROFESSIONAL DEVELOPMENT CENTER

During the coming weeks four courses of special interest will be conducted by the Professional Development Center.

Developing Performance Standards, will be held in Room 136, Mitchell Building, on February 27. This course will cover such topics as Auditing Jobs, Writing Job Descriptions, the Appeals Process and Development of Job Performance Standards. Instructor for the course is Judy Schill of the PDC. Judy holds a Masters Degree from Northern Montana College and has taught at both Northern Montana College and the College of Great Falls. The course is intended for supervisors wanting to learn more about developing an effective, yet fair, basis for guiding and evaluating work performance. Cost: $55.00.

Supervisory Communications, will be presented in Room 212, Coach House East, on February 29, by Mary Ellen Campbell of the University of Montana. Ms. Campbell is well known for her professional, interesting and informative seminars. This particular seminar leads the participants through such communication topics as Analyzing Your Skills, Communicating Leadership Style, Motivating Your Employees to Communicate Effectively, and Getting Your Ideas Accepted. Supervisory Communications has a broad appeal since everyone has a need to present information in a clear, convincing manner in order to be an effective supervisor. Cost: $60.00.

Hiring and Selection Process. This two-day workshop, scheduled for March 6th and 7th, will be held in Room 212, Coach House East, Helena. The workshop is intended for all people involved in hiring or promoting employees, particularly those who must follow federal and state laws and procedures. It will include provisions of the new state Veteran's Preference Law recently enacted. Topics covered range from Selection Measures to Selection Planning, Establishing Minimum Qualifications, Job Analysis and Recruitment. Instructor for this workshop is Pam Wintrode, Selection Specialist for the State Personnel Division. Cost: $100.00.

Corrective Action and Discipline, is the subject of the course to be conducted in Room 224A, State Capitol Building on March 13. This course, intended for supervisors desiring to increase their knowledge of the tested and approved methods as well as policies and procedures involved in taking corrective action. Topics covered are the Concept of Discipline, Management Behaviors, Warning Signs, Administration of Disciplinary Actions, Progressive Discipline and Procedural Requirements. Judy Schill, Staff Development Specialist in the Professional Development Center, State Personnel Division, is instructor for this one-day seminar. Cost: $55.00.

Registration for these and other courses offered by the PDC should be made using the Registration Form provided in Montana Personnel Perspective and in the PDC quarterly training schedule. For further information concerning these or any PDC courses, call John Camper, PDC, 444-3774.

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PROFESSIONAL DEVELOPMENT CENTER
DEPARTMENT OF ADMINISTRATION
PERSONNEL DIVISION
ROOM 130, MITCHELL BUILDING
HELENA, MONTANA 59620

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF DECEMBER 31, 1983

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 3 Years (Yearly Average)	Percent Asset Value Change in Last 7 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	8.8	8.8	8.2
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	3.0	5.9	11.9	11.7	INA*
3. Nationwide Fund	Income Stocks	1.0	0.9	14.7	12.2	7.5
4. Seligman Growth Fund	Growth Stocks	-1.9	-8.8	13.9	9.2	13.3
5. Putnam Investors	Growth Stocks	-3.4	-8.7	9.6	10.8	14.7
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	-2.4	-7.1	14.4	11.6	14.8
7. Mutual Investing Money Market Fund	Short-term debt instruments	2.0	4.0	7.7	11.7	INA*
8. Massachusetts Financial High Income Trust Fund	High-income producing bonds	0.6	2.1	25.5	22.1	INA*
9. Massachusetts Capital Development Fund	Aggressive growth stocks	-2.3	-4.9	25.3	20.9	29.3*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	0.2	1.4	3.3	5.3	8.2
2. Dow Jones Industrial Average+	Industrial stocks	2.1	3.0	20.3	10.3	4.2
3. Dow Jones Bond Avg.+	Bonds	-3.6	-5.2	-1.5	4.0	-3.4
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	2.2	4.4	8.4	12.2	INA

INA - Information used to compute this statistic is not available.
* - This option was not available to state employees before 1/1/81

+Does not include realized interest on dividend income

The above information does not represent any particular participant's investment experience nor does it represent future fund performances.

Montana Personnel Perspectives is published monthly by the Department of Administration, Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Materials may be reproduced by state agencies without permission. Comments should be directed to the Personnel Division, Mitchell Building, Helena, Montana (444-3871).

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275 copies of this public document were published at an estimated cost of $.29 per copy, for a total cost of $79.75, which includes $54.75 for printing and $25.00 for distribution.

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MONTANA PERSONNEL PERSPECTIVES

Number 13
Volume III

March 1984

GOVERNOR SCHWINDEN PRESENTS AWARDS FOR COST-SAVING IDEAS

Governor Ted Schwinden presented cash awards March 21 to four state employees whose ideas have saved the State at least $4,600.

Since April, 1982, 14 state employees have received such awards for saving the state at least $206,772 through the State Employee Incentive Awards Program. Because of the magnitude of potential cost savings, and because the program encourages employee participation in productivity improvement efforts, Gov. Schwinden has elected to take time out to personally make these deserved presentations.

Jennie Ladenburg and Orlynda Goodman, both registered nurses at the Veterans' Home in Columbia Falls, collaborated in designing an efficient system for controlling a hospital's inventory of pharmaceutical and medical supplies. This system identifies when supplies will be depleted, thus eliminating the need to make costly last minute purchases. It also provides hospital staff with more time to devote to patient care. Mrs. Ladenburg and Mrs. Goodman shared a $250 award for saving the State at least $2,500. This amount only represents savings to the Veterans' Home, and does not take into account similar savings that might be realized by applying the idea to other state institutions.

Bill Lubke of Hamilton saw the need for a less costly way to mail unemployment claimant information from the local Job Service Offices to Helena. This idea has saved the Department of Labor and Industry $1,600 in mailing costs in only three months. Mr. Lubke was awarded $160 for this suggestion.

A Helena systems software specialist recognized that users of computer services were receiving lists of magnetic tapes more often than was necessary. Although not part of his assigned job duties, Gregg Wheeler, an employee of the Department of Administration, designed and wrote the systems program to produce these lists only when needed by users. This idea was put into effect last October, and saves the state $500 per year. Mr. Wheeler received $50 for his idea.

The program is gaining strength as the number and quality of suggestions being submitted are both on the upswing. State employees are now beginning to realize that state managers are serious about considering employee input into higher level management decisions.

For further information, please contact Joe Michaud at 444-3887.

VETERAN'S PREFERENCE RULES EFFECTIVE

State and local governments must provide preference in employment to eligible veterans, handicapped persons and certain spouses where they are substantially equal in qualifications to others applying for initial appointments to positions under rules which became effective March 16.

The rules were adopted to administer the new Veteran's and Handicapped Person's Employment Preference Act, which was passed by a special session of the legislature and became effective on December 20, 1983.

The Personnel Division has also developed the following materials to assist state agencies and local governments with the administration of the new rules:

1) A poster for display by the employer at the place where applications are received.
2) A brochure which explains to applicants eligibility requirements, and the data which is needed by an applicant to document a claim for preference.
3) A form PD25-A which may be used to claim preference, and form PD25-B, which may be used to waive the preference.
4) A list of campaign badges which are authorized by the Department of Defense and qualify for employment preference.

The Personnel Division has distributed these materials along with a copy of the MOM policy or rules to all MOM holders, state agencies, local governments, veterans organizations, handicapped groups, the Job Service and other interested parties. More than 2,500 copies of these materials have been distributed.

For additional information, or copies of informational material relating to employment preference, contact the Employee Relations Bureau, 444-3871.

EMPLOYMENT PREFERENCE FORUM HELD; COMPARABLE WORTH TOPIC OF NEXT SESSION

The recently enacted Veteran's and Handicapped Person's Employment Preference Act was the first topic for the Employee Open Forum series. EEO coordinator, Jim Nys covered topics such as who is eligible for preference, the nature of the preference received and the procedures for applying for and documenting the preference at the March 13 session.

The approximately 20 employees who attended this first forum indicated a clear preference for continuing the meetings and holding them during the lunch hour in the Capitol Complex.

The State Personnel Division received a number of suggestions from employees on topics for the next Employee Open Forum. The majority wanted a discussion on the comparable worth standard and its implications for proposed system improvements.

The second forum has been scheduled for May 1, 1984, at noon in the SRS

auditorium, 111 Sanders, Helena. The topic will be Comparable Worth-the State Classification System-planned improvements. Joyce Brown, Project Director of the classification enhancement project will be the main speaker and Dennis Taylor, Administrator, State Personnel Division, and John McEwen, Chief, Classification Bureau, will make up the three- member panel for the discussion period.

Other suggested topics from employees that will be considered at a later date are:

The State Payroll/Position Control/Personnel System - employee records of the future. Scheduled for July.

The Professional Development Center - a career development opportunity for state employees.

Persons interested in one of the above topics or who have other suggestions for forums should address requests to: Linda Rickman, Personnel Division Room 136, Mitchell Building, Helena, Montana 59620.

Both luncheon and evening meetings will be conducted to allow for greater attendance by employees, if sufficient interest is shown.

Additional sessions on the same topic will also be provided if there is a need to do so.

For further information, please contact Linda Rickman at 444-3974.

WORKSHOP ON HELENA'S INFORMATION RESOURCES OFFERED

As the State Capitol, Helena, is a rich resource for a wide variety of information services, a workshop will be held on Wednesday, April 25 - "Exploring Helena's Information Resources: Traditional and Non-traditional." It is sponsored by the Montana Library Association. All interested persons are welcome to attend.

The morning session will feature presentations regarding several of Helena's state and federal government agencies, as well as nonprofit groups and private industry. The afternoon session offers a variety of tours of libraries in Helena.

For registration information, contact Beth Givens, Montana State Library, 444-3115.

GCEH MEETING SCHEDULED APRIL 17

Jean Meyer, of Flathead Industries, will give a presentation on the farm project for severely disabled operated by the organization at the next meeting of the Governor's Committee on Employment of the Handicapped. The meeting begins at 9:30 a.m. April 17 in Room C-209, Cogswell Building, Helena.

A final draft of the Volunteer Guidelines will be presented to the committee. These guides will help employers implement a program, which should assist the

disabled in obtaining work experience through volunteerism. All guests are welcome.

For further information, contact Bob Liston at 444-3885.

HELENA GIRL WINS ESSAY CONTEST

Robin Wampler, a 17-year-old senior at Capitol High School, won the state essay contest sponsored by the Disabled American Veterans and the AFL-CIO. The topic of the contest dealt with disabled persons in the work place.

"The Unfinished Race", the title of Robin's essay was the product of interviews with Bob Liston, Handicapped Employment Coordinator for the State of Montana.

Ms. Wampler will attend the annual meeting of the President's Committee on Employment of the Handicapped in Washington, D. C. as part of her prize. Her essay is now entered in the national competition for a prize of $10,000 scholarship. She will be attending MSU next fall majoring in Pre-Med.

ANNUAL ARBITRATION CONFERENCE SCHEDULED

The annual Arbitration Conference sponsored by the Montana Arbitrators Association, Federal Mediation and Conciliation Service, and the Montana Board of Personnel Appeals is scheduled for April 5 - 6, 1984, at the Heritage Inn in Great Falls.

For further information, contact Linda Skaar at 444-5600.

CLASSIFICATION ENHANCEMENT PROJECT BEGINS DEVELOPMENT OF A QUANTIFIED JOB EVALUATION INSTRUMENT

The Job Classification Advisory Council (JCAC) has completed the review and adjustment of the initial criterion ranking of 140 benchmark jobs. This criterion ranking is being used by the project staff in conjunction with the factor ranking of the same 140 jobs to draft a point factoring instrument. At the next meeting of the JCAC on April 19 and 20, the project staff will present this draft point factoring instrument for council review. The staff anticipates additional revisions to the draft instrument prior to field testing the point factoring job evaluation method.

The meeting will include a presentation and discussion of the pay equity standards to be met by the new instrument and of the specific results of the factor ranking process. The meeting is open to the public and will be held in the main conference room of the Cogswell Building.

For further information, please contact Joyce Brown at 444-3884.

HEALTH PROMOTION WEEK

Health Promotion Week is scheduled for the week of May 14. The theme this year will be "Start or Join a Health Group, Stay Well, Well, Well."

Currently successful fitness groups, weight loss groups and smoking cessation groups have been offered and more groups will be formed.

During Health Promotion week in the Capitol Complex area, a blood pressure screening for employees will be provided. Each day during the noon hour a film on a different health related area will be shown, and there will be a guest speaker on May 14, 15, 16, and 17.

There will be blood pressure and diabetes screening in the Billings, Butte, Anaconda and Deer Lodge areas, as part of Health Promotion Week.

For more information, please contact Mike Arnold at 444-3946.

Lewis and Clark County Area

May 14, 12:00 - 12:15, Introduction to Health Promotion by Mike Arnold.
12:15 - Film: Health & Lifestyle - SRS Auditorium

This film promotes the concept that the individual has a responsibility for the quality of one's own life. It emphasizes the connection between life-long habits and health and convinces the viewer that it is never too late to change.

May 15, 9:00 a.m.-12:00 Blood pressure screening, Cogswell Bldg., Rm. C209
12:00 - 12:15 Louise Salo speaking on Nutrition.
12:15 - Film: Weighing the Choices: Positive Approaches to Nutrition.

This film makes us aware of the risks associated with diets high in fat, calories, cholesteral, and sodium. It attempts to answer how we should eat with positive, practical choices for breakfast, lunch and dinner. It doesn't suggest totally eliminating certain foods from the diet, but rather consciously selecting some things more often than others.

May 16 12:00 - 12:15 Terry Pietz from Capitol Courts, Scott Hart Bldg. Auditorium
12:15 - Film To Your Heart's Content: Positive Approaches to Fitness

Where once exercise was inescapable, the increased mechanization of our lives makes our daily routine more and more sedentary. This film stresses the importance of choosing to fit fitness into our lives. It features people of various ages and backgrounds scheduling activities in their day. Emphasis is on cardiovascular fitness.

May 17 12:00 - 12:15 John VanHassle speaking on Stress, SRS Auditorium
12:15 - Film Taking It in Stride: Positive Approaches

This audio-visual presents stress as not being all bad. The challenge is to manage it effectively. The film shows how to adapt to a workable load with activities like deep relaxation or exercise. It profiles the characteristics of people who have learned to manage stress well.

May 18 9:00 - 12 Noon Blood Pressure Screening, State Capitol Bldg. Rm. 108

12:00 - Film Health Care or Quackery: How Can You Tell?

The health sciences have never had more to offer, yet quackery is at an all-time high. People are constantly bombarded with advertising for quick weight loss plans, food supplements, miracle cancer and arthritis cures . . designed to promote better health. The film helps reveal medical abuses, and the way to evaluate medical care. Viewers are given necessary information to obtain competent treatment.

Butte/Silver Bow

May 15 9:00 - 12:00 Blood Pressure screening and Diabetes Screening
Highway Department

May 17 9:00 - 12:00 Blood Pressure screening and Diabetes Screening
Welfare Department

PROFESSIONAL DEVELOPMENT ADVISORY COUNCIL MEETS

Systems Competence training, in courses such as "Management Application of Computer", and "Financial Management" and Process Competence training, in courses such as "Planning and Control" and "Human Relations" will make up some of the curriculum for mid-management training to be conducted beginning the last quarter of this year.

Members of the Professional Development Council Advisory Council met recently at Montana State University to discuss curriculum content.

Input is important to both the advisory council and the staff of the Professional Development Center. Interested persons may call 444-3855 or contact one of the members of the Advisory Council. Members are:

Gary Blewett, Administrator, Department of Labor & Industry
Dan Bucks, Deputy Director, Department of Revenue
Nancy Leifer, Administrator, Department of Commerce
Russ McDonald, Administrator, Department of Highways
Marilyn Miller, Executive Assistant, Office of Public Instruction
Bill Spivey, Staff Development Director, Social and Rehabilitation Services
Kenneth Weaver, Chairman, Department of Political Science, MSU

Training Schedule Published

The new training schedule of classes to be conducted by the Professional Development Center has been published and distributed. Courses for April through June are listed. Most seminars can be presented for agencies on an "in-house" basis. If an agency has more than 10 people needing training in one topic and the schedule does not meet agency needs, contact the PDC (444-3855) for special agency rates.

Classes to be conducted during April are:

Code	Course/Location	Date	Fee
CSD	Orientation to CSD Center	April 4	None
G1-11	Problem Solving for Supervisors Room 224A, State Capitol	April 5	$ 55.00
Revenue	Techniques of Public Presentation	April 5, 12, 19, and 26	$ 25.00
CSD	CICS Command Level Programing	April 9 - 13	$200.00
M1-04	Delegation Conference Rm. State Library	April 10	$55.00
SC-07	Transforming Your Job Into a Growth Experience Room 212, Coach House East	April 11	$ 48.00
SX-41	Sexual Harassment Prevention Room 136, Mitchell Building	April 12	$ 15.00
CSD	Basic Skills	April 19	$ 25.00
CSD	Culprit for End-users	April 16 May 4	$150.00
M1-07	Evaluating Employee Performance Conference Rm. State Library	April 24	$ 55.00
G2-43	Motivation Rm. 212, Coach House East	April 25	$ 55.00
SX-01	New Employee Orientation Auditorium, SRS Building	April 27	$ 10.00

For information concerning these or other courses offered by the Professional Development Center, call 444-3774.

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SEMINAR TITLE: _____

SEMINAR CODE NUMBER: _____ SEMINAR DATE(S): _____

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MONTANA PERSONNEL PERSPECTIVES

Number 2
Volume IV

April 1984

EMPLOYEE INFORMATION MEETING ON PROPOSED DISCIPLINE POLICY SCHEDULED APRIL 26

Proposed revisions to the state's discipline handling policy will be explained to interested employees at an information meeting Thursday, April 26 at 7 p.m. in Room C-209, Cogswell Building, (second floor conference room).

The proposed policy retents a just cause requirement for disciplinary action. Other new provisions and ways in which the proposal is similar or differs from current state rules on discipline will be explained. Copies of the proposal will be available at the meeting.

The current proposal is the result of comments received at an earlier public hearing on a discipline policy proposal and reviewed by a legal panel made up of attorneys from various state agencies.

The April 26 meeting is not the formal public hearing on this proposal. A formal hearing to receive comment from interested persons and groups will be scheduled at a later date, to be announced. The Department of Administration also will continue to solicit formal written comment on the new proposal.

For additional information, contact the Employee Relations Bureau, 444-3871.

PERSONNEL POLICY NETWORK TO MEET APRIL 24

The Personnel Policy Network will meet at 9 a.m., April 24, in Room C-209, Cogswell Building (second floor conference room).

The Network plans to discuss a draft of the proposed revisions to the Discipline Handling Policy, 3-0130. This draft has been prepared as the result of several meetings of a legal panel formed by the Personnel Division.

Agenda items will also include a discussion of a draft revision to the Moving and Relocation Expenses Policy, task force recommendations regarding a state Employee Assistance Program, and several guides. The Classification Enhancement project will also be discussed.

For additional information, contact the Employee Relations Bureau, 444-3871.

GUIDE MATERIAL ISSUED

Guides on job sharing and employee assistance will be issued by the Personnel Division in April. These guides are designed to provide assistance to supervisors, managers, and employees. Guides are not issued as state policy or administrative rule and are not binding on any agency. Guide material in no way establishes practice or sets precedent.

The Job Sharing Guide provides assistance in administering job sharing arrangements. The guide provides assistance in the following areas:

- Evaluating positions for job sharing.
- Work planning.
- Performance appraisal.
- Evaluating employees for job sharing.
- Making a job share proposal.
- Ending a job share arrangement.
- Replacing a job share partner.
- Benefits

The guide includes a sample position description, a sample performance appraisal form, and a form for making a job share proposal. It also includes a work sheet for employees to complete to help assess how job sharing might effect the employee's life style.

The Employee Assistance Guide provides assistance to state supervisors and personnel officers when dealing with employees who have personal problems which are reflecting on job performance. The guide provides assistance in the following areas:

- Identifying potential personal problems.
- The Supervisor's Role.
- Confidentiality.
- Documentation.
- The Confrontation Process.
- The Employee Assistance Process.
- A Resource list of Human Service Organizations.

The guide provides a list of what supervisors should do and what they should avoid when dealing with personal problems. Also included are some suggestions on how to effectively confront the employee regarding the problem.

Guide material will be distributed to all holders of the Montana Operations Manual, Volume III. Agencies who want to distribute the guides to other agency personnel may have the guides duplicated.

The Personnel Division will research other personnel issues and continue to issue guide material in the future.

For questions, or any suggestions regarding personnel issues that need guide material, contact Gale Kuglin or Barb Charlton at 444-3871.

COMPARABLE WORTH FORUM SCHEDULED FOR MAY 1

Comparable Worth-the State Classification System-planned improvements will be the topic for the second Employee Open Forum. This session is scheduled at noon May 1 in the SRS Auditorium, 111 Sanders, Helena. Joyce Brown, Project Director of the classification enhancement project will be the main speaker and Dennis M. Taylor, Administrator, State Personnel Division, and John McEwen, Chief, Classification Bureau, will make up the three-member panel for the discussion period.

Other suggested topics from employees that will be considered at a later date are:

The State Payroll/Personnel/Position Control System - employee records of the future. Scheduled for July.

The Professional Development Center - a career development opportunity for state employees.

Persons interested in one of the above topics or who have other suggestions for forums should address requests to: Linda Rickman, Personnel Division, Room 130, Mitchell Building, Helena, Montana 59620.

Both luncheon and evening meetings will be conducted to allow for greater attendance by employees, if sufficient interest is shown. Additional sessions on the same topic will also be provided, if there is a need to do so.

For further information, contact Linda Rickman at 444-3974

FIRST DRAFTS OF MAJOR PORTIONS OF A NEW QUANTIFIED JOB ENHANCEMENT INSTRUMENT TO BE REVIEWED BY THE JOB CLASSIFICATION ADVISORY COUNCIL

The first draft of major portions of a new point factoring job evaluation instrument has been completed. These drafts will receive their first review by the Job Classification Advisory Council in a two-day meeting on April 19 and 20 in the Cogswell Building conference room.

The new instrument is being developed to reflect the collective standard of job worth used by the 14-member advisory council and the additional 30 ranking panel members to rank benchmark jobs. This underlying standard of worth will be the major focus of council review.

All council meetings are open to the public and the draft instrument will be circulated for public comment and review when it is sufficiently developed.

For further information, contact Joyce Brown at 444-3884.

BENEFITS ADVISORY COUNCIL TO MEET APRIL 30

The quarterly report on the State Group Benefits plan progress and reserve levels will be presented to the State Employee Group Benefits Advisory Council at their meeting which begins at 1 p.m., April 30, in Room 136, Mitchell Building.

Brad Byers, the state's benefits consultant will make the report. A discussion on the benefits plan design enhancement will follow.

For further information, contact Mike Arnold at 444-3946.

NEW SESSION OF GROWTH SEMINAR SCHEDULED; TRAINING ADVISORY COUNCIL TO MEET

A new session of the seminar, "Transfirming Your Job Into a Growth Experience" has been scheduled May 1 at the Coach House East, Helena.

This seminar is intended for secretaries and administrative assistants responsible for handling important details for their supervisors. The seminar is presented by Mary Ellen Campbell, Assistant Professor in the School of Business Administration, University of Montana.

For further information, contact John Camper, 444-3774.

The Professional Development Center Advisory Council will meet in early May, at a date to be announced. The meeting will be held in the conference room of the new Workers' Compensation Building. For further information contact Jim Burgess at 444-3855.

Other seminars upcoming are shown below. Call 444-3774 for detailed information. Interested persons may enroll by using the Registration Form in Montana Perspectives.

Course	Date	Fee
Evaluating Employee Performance	April 24	$ 55.00
Motivation	April 25	55.00
New Employee Orientation	April 27	10.00
Supervision: Rights and Responsibilities	May 1	55.00
Transforming Your Job into a Growth Experience	May 1	48.00
Team Building for Managers and and Supervisors	May 2-3	110.00
Planning and Strategy	May 9	55.00
Corrective Action and Discipline	May 10	55.00
Personnel Practices for Supervisors	May 15-17	115.00
*Sexual Harassment Prevention and	May 24-25	30.00
Managing Your Time	May 24/25	15.00
Developing Performance Standards	May 31	55.00

*These sessions are being taught in Billings.

MARY BLAKE APPOINTED TO THE INCENTIVE AWARDS ADVISORY COUNCIL

Morris Brusett, Director, Department of Administration has appointed Mary Blake to the Incentive Awards Advisory Council. Ms. Blake replaces Judith R. Carlson who is retired from the Department of Social and Rehabilitation Services. Ms. Blake has been an Administrative Officer in the Director's Office of the Department of Social and Rehabilitation Services for two years. Previously, she administered the Foster Care Program in SRS and conducted a study of the Detention and Shelter Case for the Board of Crime Control. She has also been an Aftercare Counselor and a Juvenile Case Counselor. Ms. Blake has expressed a strong interest in programs, such as Incentive Awards, which are designed to recognize employees for achievements in making government function more efficient.

Other members of the Incentive Awards Advisory Council include:

Dennis M. Taylor, Administrator
Personnel Division
Department of Administration

Mike Abley, Court Administrator
Montana Supreme Court

Lois Menzies
Legislative Researcher
Legislative Council

Bill Palmer, Assistant Administrator
Workers' Compensation Division
Department of Labor and Industry

Jim Adams
Montana Public Employees Association

Russ McDonald, Administrator
Personnel Division
Department of Highways

Jack Noble, Deputy Commissioner
for Financial Affairs
Office of the Commissioner of
Higher Education

EMPLOYMENT TRAINING PROGRAMS PRESENTED TO GCEH

Presentations on the farm project for the severely disabled in Kalispell and the Skyline Vocational Center in Great Falls were made at the April 17 meeting of the Governor's Committee on Employment of the Handicapped.

Additional information on this meeting will appear in the May issue of the Personnel Perspectives or is available by contacting Bob Liston, 444-3886.

CORRECTION

Greg Wheeler, Department of Administration, suggested eliminating archived magnetic tapes from appearing on the users' daily tape listings, but did not design and write the program to produce the lists as reported in the March edition of the Perspectives. Mr. Wheeler did receive $50.00 for his idea from the State Employee Incentive Awards Program.

HEALTH PROMOTION WEEK

LEWIS AND CLARK COUNTY

MAY 14

12:00 - 12:15 Introduction to Health Promotion
Mike Arnold - S.R.S. Auditorium

12:15 FILM: "Health & Lifestyle"

MAY 15

9:00 - 12:00 Blood Pressure Screening
Cogswell Building - Room C-209

12:00 - 12:15 LOUISE SALO speaking on Nutrition

12:15 FILM: "Weighing the Choices: Positive Approaches to Nutrition.

MAY 16

12:00 - 12:15 TERRY PIETZ from Capital Courts speaking on fitness - Scott Hart Building Auditorium.

12:15 FILM: "To Your Heart's Content: Positive Approaches to Fitness."

MAY 17

12:00 - 12:15 JOHN VANHASSLE speaking on stress.
S.R.S. Auditorium

12:15 FILM: "Taking It In Stride: Positive Approaches."

MAY 18

9:00 - 12:00 Blood Pressure Screening
State Capitol - Room 108

12:00 FILM: "Health Care Quackery: How Can You Tell?"

For more information, call Mike Arnold, 444-3946, or LuAnn Driessen, Lewis and Clark City-County Health Department, 443-1010, Ext. 363.

BUTTE/SILVER BOW COUNTY

MAY 15

1:00 - 4:00 Blood Pressure Screening and Diabetes Screening
Anaconda Welfare Office

MAY 16

1:00 - 4:00 Blood Pressure Screening and Diabetes Screening
First Security Bank Building, 3rd Floor - Anaconda

MAY 17

9:00 - 12:00 Blood Pressure Screening and Diabetes Screening
Butte Welfare Office

1:00 - 4:00 Blood Pressure Screening and Diabetes Screening
Butte Job Service Office

For more information, call Becky Harrington, Butte/Silver Bow City-County Health Department, 723-6507.

YELLOWSTONE COUNTY

MAY 14

8:30 - 10:00 Blood Pressure Screening and Diabetes Screening
Department of Institutions
Mental Health Center Building - 2nd Floor

1:30 - 2:30 Blood Pressure Screening and Diabetes Screening

Department of Natural Resources, Water Rights Bureau
1537 Avenue D, Suite 352

Department of Lands
1537 Avenue D, Suite 352

MAY 15

9:30 - 10:30 Blood Pressure Screening and Diabetes Screening
Department of Natural Resources, Oil & Gas Bureau
2535 St. Johns

11:30 - 1:00 Blood Pressure Screening and Diabetes Screening
Department of Highways
Highway Building, 4244 Morey

For more information, call LeeAnn Fales, 252-5181, Ext. 221. Yellowstone City/County Health Department.

STAFF CHANGES

John Moore, Staff Development Director for the Boulder River School and Hospital, has accepted a position with the Professional Development Center, Employee Relations Bureau, as a Staff Development Specialist. He will replace Judy Schill who resigned in March. Mr. Moore will join the staff April 23 and may be reached at 444-3794.

Alea Lohr has been selected as the Personnel Division's Receptionist. She began work April 9 and may be reached at 444-3871.

Eric Trimble has moved from his position as Personnel Specialist with the Classification Enhancement Project to the Supervisor of Operation Section in the Classification Bureau. He may be reached at 444-3853.

Montana Personnel Perspectives is published monthly by the Department of Administration, Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Materials may be reproduced by state agencies without permission. Comments should be directed to the Personnel Division, Mitchell Building, Helena, Montana (444-3871).

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May 1984

MONTANA PERSONNEL PERSPECTIVES

Number 3
Volume IV

May 1984

PUBLIC HEARING ON DISCIPLINE HANDLING RULES - JUNE 11

The formal public hearing on proposed changes to the state's Discipline Handling rules will begin at 7 p.m., June 11, in Room C-209, Cogswell Building. Interested persons may submit written or oral testimony at this hearing. Written comments on the rules may be submitted to Personnel Division Administrator Dennis M. Taylor until June 15.

Approximately 40 persons attended an information meeting on the proposed rules on April 26. Some comments received at that meeting, as well as recommendations from agencies, have been incorporated into the rules which are now proposed for adoption.

The new proposal clearly requires just cause, due process and documentation for a formal disciplinary action.

The new rules are proposed to clarify for supervisors the minimum steps required to take a disciplinary action; to require that just cause, due process, and documentation be present when a disciplinary action is taken; to differentiate between a formal disciplinary action which requires just cause, due process, and documentation and other types of informal actions; to remove references to punitive discipline; to define just cause and the steps necessary to implement due process; to identify the types of actions which an employee may grieve; to limit coverage of these rules to employees who have attained permanent status.

More than 150 copies of the proposed changes have been distributed to agencies, employee bargaining groups and other interested persons. Written comments carry the same weight as oral testimony in the department's consideration of comments.

For further information, contact Mark Cress or Gale Kuglin, 444-3871.

MERIT SYSTEM COUNCIL NO LONGER TO HEAR GRIEVANCES

As the result of a recent District Court decision, the Merit System Council has decided to no longer hear grievances from employees and to repeal all rules relating to the administration of the Merit System.

The Merit System Council had sought to enforce an administrative subpoena in an appeal brought by an employee of the Department of Social and Rehabilitation Services. The department challenged the authority of the council to issue such a subpoena. District Court Judge Gordon Bennett found that the Merit System Council lacked such authority, because the statute on which the council

relies, 2-18-105, MCA, to adopt rules is an unconstitutional delegation of legislative authority.

Bennett wrote in his decision that, "The Council therefore lacks authority to issue or enforce an administrative subpoena, or, for that matter, do much of anything else it has authorized itself to do in the current thirty-five pages of rules set forth in ARM Title 2, Chapter 23."

At an April 30 meeting, the Merit System Council decided to exist in name only, not to hear the remaining appeals already before it, nor to accept any future appeals. The Council also voted to file a notice of repeal of all rules relating to the administration of a Merit System found in ARM Title 2, Chapter 23. The notice to repeal should be filed May 21 and the repeal should be effective in July.

Personnel Division Administrator Dennis M. Taylor told the Council that the administration will again pursue legislation to establish a hearings board for all employee grievances. He reminded the Council that employees of Merit System agencies have been and will continue to be covered by the state's personnel rules and agency policies.

All employees will receive a letter with the May 23 paycheck explaining these developments.

For further information, contact Mark Cress or Linda Rickman at 444-3871.

REVISION OF MOVING AND RELOCATION EXPENSES POLICY PROPOSED

On May 7, 1984, the Department of Administration filed a notice with the Secretary of State's Office proposing revisions to the state rules regarding Moving and Relocation Expenses.

Rules are proposed to be adopted, amended, and repealed to clarify when a state agency is required to pay moving and relocation expenses and when the payment of such expenses is at a state agency's discretion, to expand the definition of terms used, and to establish the maximum number of days an employee may be allowed to use to accomplish a move.

The Department of Administration will be accepting comments regarding the proposed changes until June 15, 1984. Interested parties may obtain a copy of the proposed changes by contacting Barb Charlton at 444-3871.

PERSONNEL NETWORK TO MEET MAY 25

Proposed revisions to the Performance Appraisal rules will top the agenda at the next meeting of the Personnel Policy Network May 25. The meeting begins at 9 a.m. in Room C-209, Cogswell Building.

Copies of the proposed changes have been distributed to agencies for review and comment. Major changes include:

1. The 2-month notice provision prior to unacceptable ratings

has been deleted (2.21.6411,-(8)-).

2. An alternative to the 5-level rating scale is provided; an essay evaluation (2.21.6411, (7)a & b).

3. A paragraph was added clarifying that the initiation of disciplinary actions is not dependent upon completion of the performance appraisal process (2.21.6411, (12).

4. Language that stated performance standards can not be meaningful compared was deleted (2.21.6412,-(-a-)e-).

5. Review of the performance appraisal by the appraiser's immediate supervisor or other appropriate official was placed at the agency's discretion, instead of being required (2.21.6413, (1)).

For further information, contact Gale Kuglin or Barb Charlton, 444-3871.

EMPLOYEE INFORMATION MEETING ON PERFORMANCE APPRAISAL SCHEDULED MAY 29

Employees are invited to attend an information meeting on proposed changes to the state's Performance Appraisal Policy on May 29. The meeting begins at 7 p.m. in Room C-209, Cogswell Building.

This is not the formal public hearing on the proposed changes to this policy. The date for that hearing will be announced at a later time. Copies of the proposal will be available at the meeting. Approximately 40 persons attended a similar information meeting on the discipline handling rules in April and some comments received from employees at that meeting have been incorporated into those rules.

For further information, contact Mark Cress or Gale Kuglin, 444-3871.

RECRUITMENT/SELECTION POLICY DEVELOPMENT RESUMES

On May 16 a task force met to resume work on the Recruitment and Selection Policy. Completion of this policy is one of the Personnel Division's current priorities. Along with Division staff, task force members include Ray Spiroff, Department of Labor and Industry; Melva Rude, Department of Health; Jean Bond, Department of Social and Rehabilitation Services; Debbie Liedle, Worker's Compensation Division; Tripp Hammer, Department of Justice; and Olive Price, Department of Fish, Wildlife, and Parks. Anyone having questions or comments about this policy should contact Pam Wintrode at 444-3871.

STATE EMPLOYEE BENEFITS CHANGES

An increase in state employee benefits without an increase in an employee's out of pocket expense? That is the pleasant possibility discussed at the state Employee Group Benefits Advisory Council meeting on April 30, 1984.

It appears that cost containment measures already implemented such as converting to self insurance, going out to bid for administrative services, introducing deductibles, health promotion activities and providing for home health care have been extremely successful in holding down the cost of providing state employee benefits. Because of these successes, the state Employee Group Benefits Advisory Council is considering the possibility of expanding the current benefit plan. Benefit options being considered include:

1) Providing a vision plan for employees and dependents.
2) Expansion of the dental plan to include 50% payment for crowns, inlays, bridges and dentures.
3) Expansion of the dental plan to provide 80% payment for extractions, fillings, etc. The present plan pay 50% for these services.
4) Providing a long term disability plan.
5) Providing for an open enrollment period.

Cost containment measures also under consideration by the state Employee Benefits Advisory Council include:

1) Pre-authorization for certain elective surgery.
2) Second opinion requirements for elective surgery.
3) Pre-admission testing.

Now that the medical and dental plans are self insured, the key to keeping the plans in a sound financial condition while holding down future increases is the appropriate use of health care services by each employee and their dependents.

The State Employee Group Benefits Advisory Council will be meeting again the end of June to review the financial status of the benefit plans and to make final recommendations to the Department of Administration concerning benefit changes and premium rates for the coming plan year (Sept 1984 - Aug 1985).

If you would like additional information or would be interested in attending the state Employee Group Benefit Advisory Council meeting in June, contact Mike Arnold, 444-3946.

NEW RECORD SET FOR SAVINGS FROM EMPLOYEE SUGGESTION

A new record in first year savings for a single incentive awards ideas has been set by Nita Freeman of the Department of Social and Rehabilitation Services. Ms. Freeman suggested a computer system which matches Social Security numbers to identify service recipients who have become eligible for medicaid.

This system will enable the state to recover $150,000 to $200,000 in additional and legitimate Medicaid funds per year. Ms. Freeman will receive the maximum award of $500. The savings from her idea surpasses the former record of $87,000 for an idea submitted by Donald Fallang of the Department of Highways.

Ms. Freeman's award and two others were approved at the May 11 meeting of the Incentive Awards Advisory Council. The council considered 13 suggestions at its meeting.

Others receiving awards are Michael Plovanic of the Department of Administration and Diane Skelton of the Department of Social and Rehabilitation Services, Missoula.

Plovanic suggested writing a computer program to list all day-shift tape setups needed by discount class jobs. This idea is estimated to save approximately three man hours per day, equating to a yearly savings of about $5,000. For this idea, an award of $500 has been authorized.

Ms. Skelton suggested combining nine forms which must be filled out by service recipients into four forms. Because nearly $800 in duplicating costs are expected to be saved per year, an award of $80 for this idea has been authorized.

The lower limit of first year savings documented by the Incentive Awards program is now approximately $450,000 and growing. A total of 16 cash awards have been approved from 190 ideas submitted. Agency evaluation committees have recently reviewed more suggestions with a high probability for cash awards and more cost savings.

A promotional effort to encourage more employees to submit ideas is underway. Many state agencies have been provided posters with application and instruction inserts. The remaining agencies will be contacted as more posters are printed. Agencies are encouraged to let the Personnel Division know of employee reactions to this program and of recommendations for administering the program more effectively. In addition, agencies are asked to call Vi Pigman or Joe Michaud, 444-3871, if a poster is without applications or instruction sheets.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF MARCH 31, 1984

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 3 Years (Yearly Average)	Percent Asset Value Change in Last 7 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	8.8	8.8	8.2
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	2.8	5.8	11.7	11.3	INA*
3. Nationwide Fund	Income Stocks	-2.1	-1.2	4.8	10.2	8.5
4. Seligman Growth Fund	Growth Stocks	-13.1	-14.7	-10.4	7.8	13.6
5. Putnam Investors	Growth Stocks	-9.0	-12.2	-11.2	11.0	16.6
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	-8.1	-10.2	-5.4	10.0	16.1
7. Mutual Investing Money Market Fund	Short-term debt instruments	2.0	4.0	8.0	11.0	INA*
8. Massachusetts Financial High Income Trust Fund	Fixed income securities	1.8	2.5	12.6	23.2	INA*
9. Massachusetts Capital Development Fund	Aggressive growth stocks	-10.3	-12.3	0.1	18.0	27.2*
10. Fidelity High Income Fund	Fixed income securities	0.9	3.1**	6.5**	20.1**	INA**
11. Fidelity Equity Income Fund	Income stocks	-3.2	-2.9**	4.5**	23.0**	12.8**
12. Twentieth Century Growth Fund	Aggressive growth stocks	-11.9	-14.9**	-7.0**	8.2**	31.5**
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	0.6	0.8	3.5	4.6	7.9
2. Dow Jones Industrial Average	Industrial stocks	-7.4	-5.5	3.1	7.5	5.4
3. Dow Jones Bond Avg.	Bonds	-1.1	-4.6	-7.4	4.7	-2.9
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	2.2	4.4	8.6	11.5	INA

INA - Information used to compute this statistic is not available.
* - This option was not available to state employees before 1/1/81.
** - This option was not available to state employees before 1/1/84.

The above information does not represent any particular participant's investment experience nor does it represent future fund performances.

PAYROLL/PERSONNEL/POSITION CONTROL SYSTEM FORUM SCHEDULED FOR JULY

Payroll/Personnel/Position Control System (PPP) will be the next topic for the Employee Open Forum. This session is scheduled for July. The date, time, location and information on the topic will appear in the June issue of the Perspectives. Speakers will be P/P/P Coordinator Richard Hall, Classification Bureau Chief John McEwen and EEO Coordinator Jim Nys.

Other topics suggested by employees that will be considered at a later date are:

The Professional Development Center - a career development opportunity for state employees.

The State's Performance Appraisal System - the role of the employee.

Persons interested in one of the above topics or who have other suggestions for forums should address requests to: Linda Rickman, Personnel Division, Room 130, Mitchell Building, Helena, Montana 59620.

Both luncheon and evening meetings will be conducted to allow for greater attendance by employees, if sufficient interest is shown. Additional sessions on the same topic will also be provided, if there is a need to do so, in Helena or other locations around the state.

For further information, contact Linda Rickman at 444-3871.

GCEH HEARS FROM TWO DISABILITY PROGRAMS

Representations from two facilities for disabled persons gave presentations to the Governor's Committee on Employment of the Handicapped at the April 17 meeting.

Steve White, of the Skyline Vocational Center in Great Falls, described this facility where disabled students learn particular occupations. The facility has 10 "mock" occupations (fast food service, clerical, grocery clerks, customer service, etc.) which are modeled after particular businesses in the Great Falls area. Job placement is the goal and the school tracks the students after placement.

Bill Crivello and Jean Meyers of Flathead Industries showed the film "The Farm", which describes a farm project in Kalispell for severely disabled persons. Placement into the farm is usually for persons who have "peaked out" at sheltered workshops. The clients learn everything from planting, to harvesting, to putting the food on the table.

This project was made possible primarily because of private donations (40 acres, equipment, chickens). Flathead Industries is now looking for additional funding to keep the project going.

For more information on these projects, contact the programs themselves or Bob Liston at 444-3886.

NEW COURSE ADDED TO SPRING SCHEDULE

Only nine courses remain on the spring training schedule of the Professional Development Center, and several of those are filling rapidly. One new class has been added since publication of the quarterly schedule. It is "Creating Effective Work Groups" and a description is shown below.

For further information concerning these or other courses offered by the PDC, call 444-3774 or 444-3740.

Sexual Harassment Prevention
May 24 - 10:00 a.m. to noon - Petro West, EMC, Billings
May 25 - 1:30 p.m. to 3:30 p.m. - Petro West, EMC, Billings

Managing Your Time
May 24 - 1:00 p.m. to 4:30 p.m. - Petro West, EMC, Billings
May 25 - 8:30 a.m. to noon - Petro West, EMC, Billings

Developing Performance Standards
May 31 - 8:30 a.m. to 5:00 p.m. - Room 136, Mitchell Building

Self Management
June 5 - 8:30 a.m. to 4:30 p.m. - Room 212, Coach House East

Conflict Management
June 7 - 8:30 a.m. to 4:30 p.m. - Room 212, Coach House East

Personnel Practices for Supervisors
June 12-13-14 - 8:30 a.m. to 4:30 p.m. daily - Conference Room
Parmly Library, Billings

* Creating Effective Work Groups
June 12-13 8:30 a.m. to 4:30 p.m. daily - Room 212 Coach House East

This two-day seminar will help anyone who works with organized groups such as committees, boards, task forces or even in their own work units. It teaches effective steps to take to bring out the best in all members and achieve the highest participation aimed at the sought after goals.

Professional Skills for Clerical Personnel
June 14 - 8:30 to Noon - Room 136, Mitchell Building

Remote Supervision
June 20 - 8:30 to 4:30 - Room 212, Coach House East
(Note: This course requires that the supervisor and at least one employee in a remote reporting situation attend together)

Managing Your Time
June 27 - 8:30 to Noon - Room 136, Mitchell Building

Agencies having particular training needs are urged to contact Jim Burgess, 444-3855. The Professional Development Center will make every effort to fill those needs or advise agencies on other possible options.

reproduce as needed

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ADDRESS: _____

CITY/STATE: _____ ZIP: _____

WORK TELEPHONE: _____ SOC. SEC. NUMBER: _____

SEMINAR

SEMINAR TITLE: _____

SEMINAR CODE NUMBER: _____ SEMINAR DATE(S): _____

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PROFESSIONAL DEVELOPMENT CENTER
DEPARTMENT OF ADMINISTRATION
PERSONNEL DIVISION
ROOM 130, MITCHELL BUILDING
HELENA, MONTANA 59620

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MANAGEMENT DEVELOPMENT PROGRAM BEGINS IN JULY

The first phase of the Management Development Program, Essentials of Management, is scheduled to begin July 24 at the Coach House Inn East, in Helena. This first phase of a four-part program is intended for first-line supervisors selected by agency directors.

Participants in the Essentials of Management course will attend seven day-long training sessions between July 24 and August 23. The sessions will cover a variety of issues critical to effective leadership and supervision in state government.

The Montana Management Development Program (MMDP) is produced by the Professional Development Center, State Personnel Division, Department of Administration. The initial recommendation for a management training program came from the Governor's Council on Management and the Personnel and Labor Relations Study Commission. Subsequently it was supported by the Governor and the 48th Legislature. The entire program includes plans for four levels of management training for state government.

- Essentials of Management - For first-line supervisors.
- Principles of Management - Scheduled to begin in February 1985 and intended for mid-level managers.
- Concepts of Management - Scheduled for 1985 aimed at senior managers.
- Executive Issues - Scheduled for 1985 aimed at cabinet-level managers.

The goal of the Montana Management Development Program is to aid in enhancing the skills, abilities and knowledges of all government managers so they in turn may better serve the citizens and interests of the State of Montana. The actual curriculum, while developed by the Professional Development Center, is based upon input from the Management Development Advisory Council.

Members of the Council are: Maureen Fleming, Professor of Management, University of Montana; Dan Bucks, Deputy Director, Department of Revenue; Nancy Leifer, Community Development Division Administrator, Department of

Commerce; Russell McDonald, Personnel Division Administrator, Department of Highways; Marilyn Miller, Executive Assistant, Office of Public Instruction; William Spivey, Chief, Staff Development Section, Department of Social and Rehabilitation Services; Kenneth Weaver, Chairman, Department of Political Science, Montana State University; Gary Blewett, Worker's Compensation Division Administrator; Dennis Taylor, Personnel Division Administrator, Department of Administration.

For further information, please contact Jim Burgess at 444-3855.

PAYROLL/PERSONNEL/POSITION CONTROL (P/P/P) COMPUTER SYSTEM EMPLOYEE FORUM SCHEDULED

The Personnel Division will conduct another of its Open Forums for employees on the Payroll/Personnel/Position Control (P/P/P) computer system. The main speaker will be Richard Hall, P/P/P Coordinator, of the Central Payroll Division. Staff of the Classification and Employee Relations Bureaus in the Personnel Division will also be present to respond to questions from the audience.

The panel will explain and respond to questions on the purposes of the system; the information about employees that is maintained in the system; and how that information is used; how the system benefits employees, and how and when the employee and others have access to the information.

The forum is scheduled for July 18 at 12:00 noon to 1:00 in the SRS Auditorium, 111 Sanders, Helena. Employees are invited to bring a sack lunch.

The past forums have been successful and many suggestions have been received on topics from employees. Some suggestions that will be considered at a later date are:

The Professional Development Center - a career development opportunity for state employees.

The State's Performance Appraisal System - the role of the employee.

Persons interested in one of the above topics or who have other suggestions for forums should address requests to: Linda Rickman, Personnel Division, Room 130, Mitchell Building, Helena, Montana 59620.

Both luncheon and evening meetings will be conducted to allow for greater attendance by employees, if sufficient interest is shown. Additional sessions on the same topic will also be provided, if there is a need to do so, in Helena or other locations around the state.

For further information, contact Linda Rickman at 444-3871.

NEW DISCIPLINE RULES EFFECTIVE JUNE 29

Just cause, due process and documentation are required by new discipline handling rules which will become effective June 29, 1984.

Proposed changes to the rules have gone through a number of revisions and review processes, including two public hearings and an employee information meeting. Two persons testified at the second public hearing conducted June 11.

The rules and a supervisor's guide to discipline handling will be distributed to all holders of the Montana Operations Manual, Volume III. The Professional Development Center also offers a one-day workshop on discipline handling which agencies may schedule.

For further information about the new rules, contact Mark Cress or Gale Kuglin at 444-3871.

HUMAN RIGHTS COMMISSION SCHEDULE PUBLIC HEARING ON PROPOSED MATERNITY LEAVE RULES

The Human Rights Commission, which now receives complaints based on the Montana Maternity Leave Act, has scheduled a public hearing on proposed rules relating to maternity leave at 7:00 P.M., Thursday, July 26 in the Personnel Division Conference Room (136), of the Mitchell Building, 125 Roberts, Helena.

For further information, contact the Human Rights Division, 444-2884.

PAY RAISES SET FOR THE NEW FISCAL YEAR

Employee pay raises will go into effect in July. Classified employees with July 1 anniversary dates who are not already at step 13 will receive a step increase for the pay period ending July 1, 1984. General pay increases for all employees will take effect with the pay period ending July 20.

Overall pay raises during the next fiscal year for employees going from step 1 to step 2 will be between 8.5% and an 9.2%. Increases for employees now at steps 2 through 11 will be between 3.7% and 4.1%. Employees now at step 12 will receive general and step raises totalling about 5.8% to 6.4%. Employees at step 13 will receive a general pay increase of 2.1 to 2.4%. Employees at the lower grades will generally receive slightly larger percentage increases than higher graded employees.

For further information, contact Joe Michaud at 444-3887.

JOB CLASSIFICATION ADVISORY COUNCIL POINT FACTORS BENCHMARK JOBS

The Job Classification Advisory Council met in a two day session May 31 and June 1 to point factor some of the 140 benchmark jobs being used to build the new job evaluation instrument. When completed the new job evaluation instrument will include level definitions for each of the job factors to be measured plus the 140 benchmarks will be point factored to illustrate proper application of the level definitions.

At its two-day meeting the Council point factored selected sets of benchmarks on the three major draft factors - complexity (mental effort);

knowledges and skills; and work impact responsibility. At its next meeting, June 26 in the Personnel Division conference room (136) at 8:30 to 4:30 and open to the public, the Council will point factor the same sets of benchmarks on the remaining five draft factors - physical effort, responsibility for work property, responsibility for the working safety of others, working condition hazard and working condition hardships.

Subsequently, the remaining benchmarks will be point factored by the Enhancement Project Staff based on precedents set by the Council and reviewed by the Council sometime in July. The draft evaluation instrument is expected to be ready for public review, comment, and field testing in August.

For further information, contact Joyce Brown at 444-3884.

HEALTH PROMOTION WEEK WELL RECEIVED

535 State employees participated in activities during health promotion week, May 14-18. These activities included blood pressure screenings, diabetes screenings, speakers covering topics on weight control, stress, fitness and nutrition, and films shown during noon time in various locations throughout the capitol complex.

Only 5% of those screened for high blood pressure showed elevated levels. That is far below the national average of near 40%. Those hypertensives who were screened had their levels within normal limits in almost all cases.

Many participants showed interest in and requested information on classes and programs available throughout the year. For those employees who didn't participate in health promotion week, but are interested in on-going programs, call Mike Arnold at 444-3946.

EMPLOYEE BENEFITS ADVISORY COMMITTEE MEETS

The Governor's Advisory Committee on Employee Benefits will meet June 28, 1984, at 9:00 a.m. in room 136 of the Mitchell Building. The committee will discuss the financial condition of the health and dental plan, plan design modifications, and the rate structure of the health, dental and life coverages.

Anyone who would like to attend is welcome. For more information, call Mike Arnold at 444-3946.

RETENTION SCHEDULE TO BE CHANGED

The Records Management Committee has given approval to a request to reduce the length of time that applications from unsuccessful applicants must be retained.

The new requirement, which becomes effective July 1, 1984, is to maintain all applications and other records having to do with hiring, for a period of two years from the making of the records, or the personnel action involved, whichever occurs later. The current requirement is 3 years.

Where any legal or administrative action is pending, the records should be maintained until such action is complete.

For more information, contact Jim Nys at 444-2796 or Ed Eaton, Records Management Bureau at 444-2716.

EMPLOYEES COMMENT ON PROPOSED CHANGES TO PERFORMANCE APPRAISAL PUBLIC HEARING SCHEDULED JULY 10

Proposed changes to the Performance Appraisal rules were explained to state employees at an information meeting presented by the Personnel Division May 29. Concerns expressed by employees were considered before the rule notice was filed with the Secretary of State's Office on June 4.

A formal public hearing will be held at 7:00 p.m., July 10, 1984, to solicit formal comments on the proposed changes to the Performance Appraisal rule. The hearing will be held in Room C-209, Cogswell Building, Helena. Written comments may be submitted through July 12, 1984, addressed to Dennis M. Taylor, Administrator, State Personnel Division, Room 130, Mitchell Building, Helena, MT 59620.

For a copy of the proposed changes, or other information, please contact your agency personnel office or Gale Kuglin or Barb Charlton at 444-3871.

TASK FORCE MAKES RECOMMENDATION FOR A STATE EMPLOYEE ASSISTANCE PROGRAM (EAP)

An eight-member task force recommended, in a report submitted to the Department of Administration, that the state of Montana should provide employee assistance services for state government employees.

The purpose of an EAP is to provide counseling services and treatment programs for state employees who have personal problems which are adversely affecting that employee's job performance. An EAP assists the employee with addressing the personal problem and returning the employee's job performance to an acceptable level. An EAP is not an alternative which allows a state employee to continue to have substandard job performance.

This study was done in response to a recommendation by the Personnel and Labor Relations Study Commission in their final report to the Governor in December, 1982.

The task force consisted of representatives from state personnel, the University System, executive branch agency personnel officers, state managers, and the Montana Public Employees Association. Some of the areas the task force examined included the following:

1) The EAP that operated in state government from June 1972 to July 1981 and why it was dissolved.

2) What could be done with no additional resources prior to the next legislative session and what could be done on a continuing basis if no resources became available to support a EAP through the 1985 legislature.

3) What states such as Colorado, California, Idaho, and Wyoming were presently doing in the area of employee assistance.

4) Review of some EAP's that are operating in private industry in the State of Montana.

5) Study of the economic savings that can be realized from an effective EAP in productivity gains, reduced insurance claims and reduced absenteeism.

The task force issued a supervisor's guide which is designed to provide immediate assistance to state supervisors, employees, and personnel officers when dealing with personal problems which are negatively affecting job performance. The task force also compiled a resource list describing the Human Service Organizations located in Helena, Billings, Butte, Bozeman and Missoula, and distributed them to state agency personnel officers.

For further information regarding the task force proposal, supervisor's guide, or resource lists, please contact Barb Charlton at 444-3871.

NEW RULES REGARDING MOVING AND RELOCATION EXPENSES ADOPTED

New rules regarding moving and relocation expenses become effective June 29, 1984. The new rules provide for the following:

1. Clarifies when a state agency is required to pay moving and relocation expenses and when the payment of such expenses is at the agency's discretion.

2. Establishes a requirement that the amount of time, travel, and per diem approved by an agency to allow an employee to accomplish his move may not exceed 7 working days. The revision allows an exception to this requirement, if approved in advance by the agency director.

3. Deletes the requirement that state agencies must go through the competitive bidding process, based on the Purchasing Division's recommendation.

4. Allows an agency the option of entering into a written agreement with an employee whereby the agency agrees to pay some or all of the employee's moving expenses in return for a commitment from the employee to work for the agency for a specified period of time after completion of the move.

The new rules and a sample of a written contract for reimbursement of moving and relocation expenses will be distributed to all holders of the Montana Operations Manual, Volume III.

For further information about the new rules, contact Gale Kuglin or Barb Charlton at 444-3871.

STAFF CHANGES

Ron Wilson and Jeff Arnston have been selected as Personnel Specialists in the Classification Bureau.

Jeff Arnston is with the Operations Sections and may be reached at 444-3808. He was previously employed by Classification in a temporary position working on the class specification revision project.

Ron Wilson is with the Classification Enhancement Project and may be reached at 444-3885. Before moving to Montana, he worked with the CETA Program in Michigan for four years as Job Development Coordinator.

Linda D. Kaiser has also been selected as a Personnel Specialist with the Operations Section in Classification Bureau. She has been a Personnel Officer for 2 years with the Montana Bank of Sidney. Ms. Kaiser will begin work June 25 and may be reached at 444-3808.

INCENTIVE AWARDS ADVISORY COUNCIL TO MEET

The state Employee Incentive Awards Advisory Council will meet in July. The date and time will be announced. The program is going well as $450,000 in documented savings have been realized and new ideas are received weekly. Applications for incentive awards are available through the State Personnel Division or agency personnel officers.

For further information on the exact date of the next meeting, please contact Joe Michaud at 444-3887.

PROFESSIONAL DEVELOPMENT CENTER ADVISORY COUNCIL MET

Members of the Professional Development Center Advisory Council met June 7 to review progress on upcoming training programs and to discuss future program plans. It was announced that the first session of the newly developed supervisory course, "Essentials of Management" would begin on July 24 in Helena. This course, composed of seven modules, will extend through August 23 and is intended for first-line supervisors. Participation will be limited to 20, and selection will be based upon nominations from division administrators. For further information contact Jim Burgess at 444-3855.

The Advisory Council members were also shown the PDC Training schedule for the summer quarter (July through August). That schedule will be distributed the last week in June, and excerpts will be shown in Montana Personnel Perspectives. Highlighted to the council members was the fact that the second session of the "Essentials of Management" course and several other courses, are to be conducted throughout the state. Check the Summer Training Schedule for full details or call John Camper at 444-3774.

P.D.C. COURSES OFFERED

The following courses will be offered by the Professional Development Center during the period June 27 through July 31.

DATE	COURSE	COST
June 27	MANAGING YOUR TIME Linda Rickman Employee Relations Bureau Room 136, Mitchell Building	$ 30.00
June 28	SUPERVISION: RIGHTS AND RESPONSIBILITIES James Burgess, PDC Room 170, Ponderosa Inn, Billings	$ 55.00
July 11	PARTICIPATORY TASK ASSIGNMENT Gary Curtis Department of Labor and Industry Room 136, Mitchell Building	$ 55.00
July 17/18	WORKING WITH BOARDS AND COMMISSIONS Dr. Barbara Bader & Steven Carr Action Research Associates Room 302, Workers' Comp Building	$110.00
July 19	FACE TO FACE: CONFRONTATION & COMMUNICATION Mary Ellen Campbell Campbell Communications Room 212, Coach House Inn East	$ 55.00
July 24	ESSENTIALS OF MANAGEMENT - LEADING James Burgess, PDC Room 212, Coach House Inn East	* N/A
July 25	ESSENTIAL OF MANAGEMENT - ORGANIZING John Camper, PDC Room 212, Coach House Inn East	* N/A
July 31/ Aug. 2	SITUATIONAL LEADERSHIP (3-days) Marjorie Blewett Department of Highways Old Supreme Court, State Capitol Building	$165.00

* See remarks in "PDC Advisory Council Meets" in this issue of Montana Perspectives.

You may register for these or other courses offered by the Professional Development Center by completing the registration form attached. For further information call John Camper, 444-3774.

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REGISTRATION

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DEPARTMENT: _____ DIV/BUREAU: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

WORK TELEPHONE: _____ SOC. SEC. NUMBER: _____

SEMINAR

SEMINAR TITLE: _____

SEMINAR CODE NUMBER: _____ SEMINAR DATE(S): _____

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Fold at dotted lines so address is all that shows. Tape shut and mail.

PROFESSIONAL DEVELOPMENT CENTER
DEPARTMENT OF ADMINISTRATION
PERSONNEL DIVISION
ROOM 130, MITCHELL BUILDING
HELENA, MONTANA 59620

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LIEUTENANT GOVERNOR TURMAN TO OPEN FIRST 'ESSENTIALS OF MANAGEMENT' CLASS

Lt. Gov.George Turman will introduce the first session of the newly developed ESSENTIALS OF MANAGEMENT class July 24 at the Coach House East. Twenty participants have been hand-picked by their division administrators and will attend seven classes culminating in a laboratory session and graduation on August 23.

Intended for supervisory personnel, the Essentials of Management course will include practical and theoretical study in topics ranging from leadership to discipline. Included are sessions in planning, delegation, performance appraisal and performance standards. The course will end with a four to six hour practical exercise during which participants will apply the principles learned during the six previous sessions.

The second Essentials of Management course will be held in Billings beginning September 18 and ending October 18. For further information concerning enrollment in this course, contact the agency personnel officer, division administrator, or call the Professional Development Center at 444-3774. Special registration forms are available in agency personnel offices.

PROFESSIONAL DEVELOPMENT CENTER ANNOUNCES COURSES

The schedule of classes conducted through the auspices of the Professional Development Center are listed below.

July 31 through August 2 - SITUATIONAL LEADERSHIP

This three-day course teaches that there is no single leadership style suitable in every situation. The style required depends upon the "Maturity" of the individual as far as experience, knowledge, background, and needs are concerned. It looks at the individual employee's relationship behavior and task behavior and teaches which leadership style is most effective, i.e., delegating, participating, selling, or telling. Cost of this seminar is $165, which covers the cost of the manual each participant receives during the session. The class will be conducted in the old Supreme Court Chambers, State Capitol.

August 3 - NEW EMPLOYEE ORIENTATION, Room 136, Mitchell Building, 1 p.m. to 4:30 p.m. Cost - $10.

August 9 - TRANSFORMING WORK INTO A GROWTH EXPERIENCE

This course is being taught by Mary Ellen Campbell in the Ponderosa Inn in Billings from 8:30 a.m. to 5 p.m. Campbell has given this course twice before in Helena to capacity classes. The workshop is intended for secretaries and administrative assistants responsible for handling important details for their supervisors. It is a valuable training session for professional assistants in every type of organization. Cost of this seminar is $48.

August 10 - REMOTE SUPERVISION

This seminar is intended for supervisors and employees who are located some distance apart, where face-to-face contact is difficult or impractical on a daily basis. Due to the nature of the seminar, and the interaction involved, it is important that at least one employee attend with each supervisor. Cost of the seminar is $55 per participant, however, supervisors are charged only one time, regardless of how many times they attend the session. Additionally, supervisors attend the full session only one time, in future sessions they only attend the afternoon session.

August 15/16 - RECORDS MANAGEMENT

Room 302/303, Workers Compensation Building, from 8:30 a.m. to 5 p.m. daily. Cost of this seminar is $85 and will assist participants developing methods to improve efficiency in managing written information.

August 28 - MEDIA MANAGEMENT*

What do you do when "60-Minutes" walks through the door with TV cameras turned on? None of us will face that, hopefully, but this course will assist anyone who comes in contact with the press. Participants will receive helpful information regarding how to prepare for interviews of all types, and practical experience before television cameras. Class will be limited to 12 participants at a cost of $55. Room 302/303 Workers Compensation Building.

September 6 - EDITING SKILLS, Room 136, Mitchell Building

This course is intended to aid both technical and clerical personnel responsible for writing, editing, and correcting memoranda, reports, letters, and other written communications. Cost - $45.

September 12 - SEXUAL HARASSMENT PREVENTION, Room 136, Mitchell Building, Cost - $15.

* Note: The date has been changed from August 30 to August 28 for MEDIA MANAGEMENT COURSE. Please make the date change in the Summer Quarter Training Schedule from the Professional Development Center.

NEW PERFORMANCE APPRAISAL RULES EFFECTIVE JULY 27

An essay evaluation as an alternative to the 5-level rating scale, the deletion of the 2-month notice provision prior to an unacceptable rating, and the clarification of the minimum requirements for conducting an effective performance appraisal are the significant changes made to the state's performance appraisal policy which becomes effective July 27.

Proposed changes to the rules have gone through a review process which included an employee information meeting and a public hearing which was held on July 10.

The new rules will be distributed to all MOM (Montana Operation Manual) holders in the near future.

For further information regarding the new rules, contact Mark Cress or Barb Charlton at 444-3871.

PERSONNEL POLICY NETWORK TO MEET

The State Personnel Division has distributed a draft of a new application form, a proposed recruitment and selection policy and a proposed EEO/AA policy for review and comment.

The Personnel Policy Network will meet at 9 a.m., Wednesday, August 29, 1984, in Room C-209, Cogswell Building, to discuss the two draft policies.

For further information, contact Gale Kuglin or Barb Charlton at 444-3871.

NEW STATE APPLICATION FORM SENT TO NETWORK FOR REVIEW

A proposed new state application form has been developed and sent to members of the Personnel Policy Network for review and comment.

The new application is both physically and functionally different from the old application form in several important respects:

- the new application has been expanded to a four-page form to give more space for applicants to detail work experience, educational background and special skills.

- the form will create a standard size applicant folder which can be used to hold transcripts, resumes and other materials.

- the form has been modified to be used to apply for only one vacancy announcement, reflecting the trend of state agencies over the last few years.

- the application is keyed to information that would be contained in the recruitment announcement.

- a new simplified applicant flow system is incorporated into the form.

- a new form for continuing the employment experience section will be available.

The new application form was developed by a committee composed of representatives of state agencies, the Job Service and the Employee Relations Bureau. The planned implementation date for the new application is September 15. For information, contact Jim Nys at 444-3796.

TASK FORCE DRAFTS RECRUITMENT AND SELECTION POLICY

The Recruitment and Selection Policy Task Force met on July 2 to finalize a draft policy which has been sent to Personnel Policy Network members for comment.

The draft policy is proposed to set minimum standards which ensure fair and consistent treatment of applicants and employees in the areas of recruitment, selection, and promotion. Among the questions which the task force has addressed are:

-- How extensively must an agency recruit?

-- What information must be contained in the vacancy announcement?

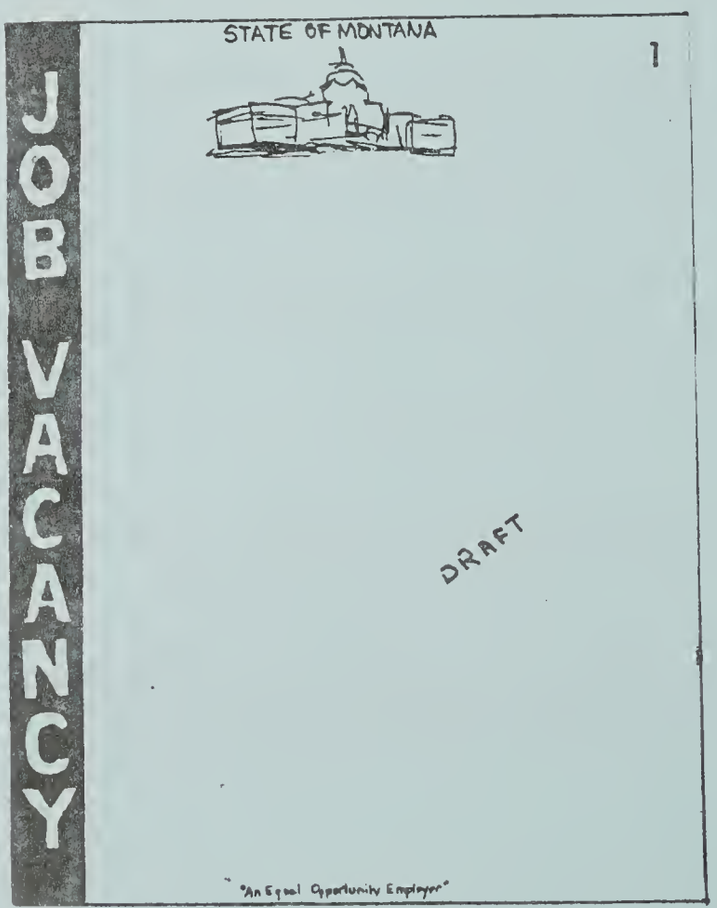
-- Which vacancies must be advertised through Job Service?

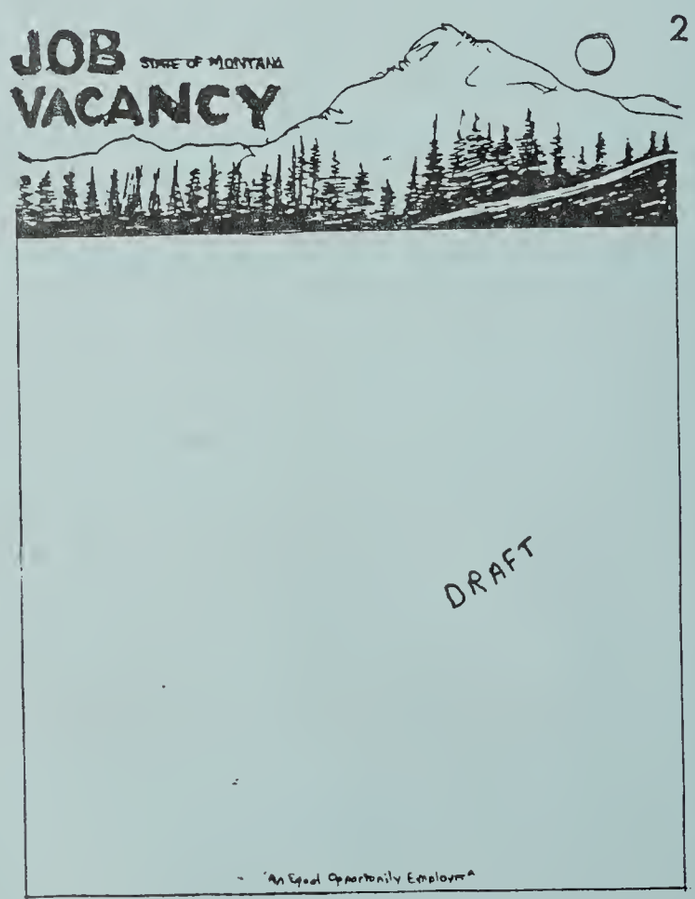
-- What standards must the design and administration of selection procedures meet?

-- What documentation of the selection process is required?

-- How much information about the selection process should be given to an applicant?

Two options for a standard form which would be used to post vacancies externally have been circulated to the Personnel Policy Network for comment. The following is a copy of the two options which were distributed for comment:





The State Personnel Division is developing this form as the result of a recommendation by the Governor's Council on Management to establish one standard job announcement form to be used by all state agencies. Use of a standard form would provide an easy way for the public to identify job vacancies with the State of Montana.

Under the current proposal, agencies would be free to use any format so long as the information provided meets minimum content standards and is laid out on the standard form.

Persons having questions or comments about this policy should contact Pam Wintrode at 444-3871.

EEO CONFERENCE SCHEDULED FOR OCTOBER 17 and 18

The State Personnel Division has announced the tentative agenda for this year's EEO Conference to be held October 17 and 18 at the Colonial Inn in Helena.

Among the Presentors will be:

Welcoming Remarks - Dennis Taylor

What's New in EEO
-- Scott Currey - Department of Labor and Industry
-- Kathleen Holden - Human Rights Division
-- Joseph Esquivel - EEOC
-- Helene Heil - OFCCP

Implementing the Comparable Worth Theory
-- Bob Borsen or Julia Graham - Washington State Personnel Division

Developing an Effective EEO Program - The Basic Components
-- Joseph Esquivel, Compliance Manager, EEOC, Denver, Colorado
-- Helene Heil - OFCCP, Denver, Colorado

October 18, 1984

Indians at Work
-- George Henkel - Montana United Indian Association

Validity Generalization - A New Option in Validating Selection Devices?
-- Dr. William Shontz - Montana State University, Bozeman, Montana

Luncheon
-- Michael Carvin, Special Assistant to the Assistant Attorney General for Civil Rights, Washington, D. C.

Panel Discussion
-- Moderator, Dr. K. Tummala, Political Science Department, Montana State University, Bozeman, Montana

Topics: Affirmative Action in the '80's - How Best to Deal With the Legacy of Discrimination
-- Women's Lobbyist Fund - Michael Carvin, U. S. Department of Justice
-- A Native American - Helene Heil, OFCCP
-- Montana Human Rights Division - Joseph Esquivel

The conference has tentatively been accredited for students enrolled in the Masters in Public Administration program at Montana State University. An application is also being submitted for continuing legal education credit from the Montana Bar Association.

Detailed program information will be distributed in mid-August by the EEO section. Call Jim Nys, 444-3796 for more information.

AFFIRMATIVE ACTION PROGRAM REVIEWED

The EEO section of the State Personnel Division has begun analysis of accomplishments during the recent completed Affirmative Action program year.

This information is being compiled and will be submitted to the Governor as required by Executive Order 24-81. Copies of the report will be distributed to agency heads and agency EEO officers in early September. Other persons may obtain copies of the report by contacting Jim Nys at 444-3796.

GROUP BENEFITS ADVISORY COUNCIL MET

The State Employee Group Benefits Advisory Council met on June 28 to make recommendations for the medical and dental plans for the upcoming benefit year. The changes recommended are as follows:

1. The present 50% coverage for Type B dental expenses, such as silver and amalgam fillings, extractions, and oral surgery, be increased to 80% coverage. The expected cost of adding this benefits is $474,200 for the upcoming year.

2. Add dental coverage at 50% for bridges, inlays, crowns, and dentures, which were previously not covered. The expected cost of adding this benefit is $425,400 for the upcoming year.

3. Increase the present individual/family deductible for the medical plan from $100/$300 to $150/$450. It is expected this will save $318,000 during the upcoming year.

4. Allow a one-time open enrollment under the medical plan. This will allow those employees and their dependents who are unable to pass a health statement and not covered by the state plan to enroll if they wish. Although the exact costs of this benefit is unknown, it is expected to be about $250,000 for the upcoming year.

The State Employee Group Benefits Advisory Council recommended that these changes be implemented while holding down premium increases to the $10 per month increase in the state contribution. This means that employees will feel no out-of-pocket increase for state group medical, dental, and life insurance.

Although medical inflation continues to run at approximately 20%, the state was able to expand the employee benefits package largely as a result of self insuring the medical and dental plans and the continuing efforts of state employees to hold down costs by using their insurance only when necessary.

For further information, please contact Mike Arnold at 444-3946.

HEALTH INSURANCE PLAN GOES OUT FOR BID

On June 28, the state requested proposals for administrative services for the State Group Medical and Dental Plans.

The present administrator, Mutual of Omaha, requested a fee increase from $356,800 last year to $624,800 for the upcoming year. The State Employee Group Benefits Advisory Council and the Department of Administration both felt that before granting an increase of this magnitude, other administrators should be allowed to submit proposals to determine if these services can be obtained for a lower cost.

For further information, please contact Rod Sundsted at 444-3892.

INCENTIVE AWARDS ADVISORY COUNCIL MEETS

The State Employee Incentive Awards Advisory Council is scheduled to meet at 1:30 on July 25, in the Personnel Division Conference Room 136, Mitchell Building. Approximately 15 employee suggestions will be discussed.

For further information, please contact Joe Michaud at 444-3887.

ANOTHER COST-SAVING EMPLOYEE RECOMMENDATION

Through the Incentive Awards Program, an employee has suggested state agencies "shop around" before obtaining the services of a freight shipper. By comparing prices agencies may discover that volume and government discounts are offered by some shippers and not others.

If your agency finds this suggestion beneficial in terms of cost savings without sacrificing acceptable service levels, please contact Joe Michaud, Incentive Awards Program Coordinator, at 444-3887.

JOB CLASSIFICATION ADVISORY COUNCIL MET

The Job Classification Advisory Council met June 26 to review and test drafts of the remaining five factors to be used in the proposed job evaluation instrument. At its prior meeting, the Council had discussed and

applied the three major factors - Complexity (mental effort), Knowledges and Skills, and Word Impact Responsibility to selected benchmark positions. At this meeting the same process was followed for the factors - Physical Effort, Working Condition Hazards, Working Condition Hardships, Responsibility for Work Property and Responsibility for the Working Safety of Other Employee.

Before the next Council meeting August 16-17, the Enhancement Project staff will collect more specific job information on the 140 benchmark jobs used to develop the system and point factor these benchmark positions using the eight factors for the Council's review. Test factor weights will also be considered if time permits.

Once benchmark job rankings and factor weights are established the project staff will be able to proceed with field testing the new system on a selected state agency.

The August 16-17 meeting will be held each day from 8 a.m. to 4:30 p.m. in the Personnel Division Conference Room (136) and is open to the public. If needed, a second meeting will be held on August 27 at the same location.

For further information, please contact Joyce Brown or Ron Wilson at 444-3781.

STAFF CHANGES

Merrilee Coleman has moved from her position as Administrative Clerk to Administrative Assistant with the Group Health Insurance Section of the Labor Relations and Employee Benefits Bureau. She replaces Denise Boyett who has moved to Spokane. Ms. Coleman may be reached at 444-3819.

Jan Shope has moved from her position as Administrative Clerk with the Classification Bureau to Administrative Clerk with the Group Health Insurance Section of the Labor Relations and Employee Benefits Bureau. She will begin work in her new position on July 23 and may be reached at 444-3813.

Jean Knight has moved from her position as Administrative Aide with the Employee Relations Bureau to Word Processing Operator for the Personnel Division.

Roxie Thomas has moved from her position as Administrative Clerk with the Training Section and Classification Bureau to Administrative Aide with the Employee Relations Bureau. Ms. Thomas will still be providing staff support to the Training Section. She may be reached at 444-3985.

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ATTORNEY GENERAL RULES ON EMPLOYEE TIME ACCRUAL

Attorney General Mike Greely has ruled that state employees must be in a pay status 2,080 hours in order to earn a year of service for longevity accrual purposes and for vacation accrual purposes. The opinion was issued July 31, 1984.

The opinion was requested by the Department of Administration at the request of the Personnel Policy Network when it was discovered that agencies were using different methods of calculating the amount of time employees had accrued toward these benefits. Some agencies were using calendar years of service, while others required employees to be in a pay status 2,080 hours to earn a year of service.

The Employee Relations Bureau staff is working the Payroll/Personnel/ Position Control system staff to implement this ruling. Agencies will receive instructions on how to determine the existing amount of time an employee has earned, as well as how time will be calculated in the future.

The attorney general has directed that any changes to the way time is accrued will only effect time earned in the future and there will be no retroactive adjustments made to the time employees already have accrued, regardless of the system used.

The Pay Plan Rules (Policy 3-0505, Montana Operations Manual, Volume III) will be modified to reflect the change in the way time will be accrued for longevity purposes. This ruling will not effect the date on which an employee receives a step increase.

The administrative rules on Annual Vacation Leave (Policy 3-0310, MOM) will be amended to reflect this ruling, as well as other changes which have been recommended to improve administration of annual leave. Agencies will receive copies of the proposed amendments to these rules when the formal notice is filed with the Secretary of State.

This ruling will not affect the 6-calendar month qualifying period an employee must complete to use annual leave or the 90-day period an employee must complete to use sick leave.

Questions regarding implementation of this opinion should be directed to the Employee Relations Bureau, 444-3871.

NEW INSURANCE CARRIER NAMED

The State Employee Group Benefits Advisory Council met on August 6, 1984 and reviewed proposals to provide administrative services for the state medical and dental plans. Proposals were submitted by: Mutual of Omaha, Montana Physicians' Service, Blue Cross of Montana, Northwest National Life, Northwest Administrators, Computer Claims Inc.

After reviewing the proposals, the advisory council unanimously recommended the Montana Physicians' Service (MPS) be awarded the administrative services contract. The proposed fee of MPS was approximately

$230,000 per year lower than the present provider, Mutual of Omaha. Montana Physicians' Service's proposal also guaranteed that their rate would increase by no more than the Consumer Price Index for the following two years.

The Department of Administration has accepted the recommendation of the advisory council and as of September 1, 1984, Montana Physicians' Service of Helena will administer the payment of claims for eligible health and dental expenses.

All claims for services incurred prior to September 1 must be sent to Mutual of Omaha before November 1, 1984, to assure processing and payment.

Claims for services incurred on or after September 1 will be processed by Montana Physicians' Service. Most providers in the State of Montana have claim forms and will submit them directly to MPS.

Employees will be receiving temporary Identification Cards around September 1, 1984, or as soon as they are available. New employee benefit booklets are being printed and will be distributed in late September or early October.

For further information, please contact Rod Sundsted at 444-3892.

GOVERNOR PRESENTS THREE EMPLOYEES WITH CASH AWARDS

Three additional state employees were presented awards Tuesday by Governor Schwinden for their participation in the State Employee Incentive Awards Program. Two of the employees received the maximum award of $500.

Terryann McCoy, of the Department of Social and Rehabilitation Services office in Missoula, was awarded $500 for her suggestion of having a monthly county warrant register for Medicaid recipients. This register would prevent invalid medical ID cards from being sent to ineligible applicants. McCoy's idea is expected to save nearly $18,000 per year.

Marvin L. Nelson, of the Department of Highways in Helena, was awarded $250 for his suggestion of eliminating at least 10% of existing road approaches that are abandoned or used infrequently. This suggestion will save future maintenance costs estimated to be approximately $2,500 per year.

A third state employee, Gary Shaver, from the Department of Fish, Wildlife and Parks office in Lewistown, also received a cash award for developing a computer program to meet fish hatchery production needs. This program will calculate such information as the conversion of fish food to trout flesh, feeding levels, food inventory requirements, growth projections and fish planting schedules. Since developing computer programs is not a normal job function of fish hatchery employees, Shaver was awarded $500 for his efforts. This program is estimated to save $18,850 per year.

Morris Brusett, Director of the Department of Administration was quoted as saying, "With these awards, 19 state employees have now received

cash bonuses for their suggestions. Nearly a half million dollars in first year savings has been documented by the Incentive Awards Program since its establishment in April of 1982."

For further information, please contact Joe Michaud at 444-3887.

THE MONTANA MANAGEMENT DEVELOPMENT PROGRAM EMPLOYEE FORUM SCHEDULED

The State Personnel Division will conduct another of its Open Forums for employees on the Montana Management Development Program. The main speaker will be Jim Burgess, Training Director, Professional Development Center, Employees Relations Bureau. Dennis Taylor, Administrator of the State Personnel Division and Mark Cress, Chief of Employee Relations Bureau will also be present to respond to questions from the audience.

The panel will explain and respond to questions on the Management Development Program; on the population served; on the purpose of the program; on career development opportunities and on the Professional Development Center, its role in employee training and development.

The forum is scheduled for September 13, 1984 at 12:00 noon to 1:00 in the state Personnel Division conference room (136), Mitchell Building. Employees are invited to bring a sack lunch.

For further information, please contact Linda Rickman at 444-3871.

JOB CLASSIFICATION ADVISORY COUNCIL MEETING RESCHEDULED

The Job Classification Advisory Council meeting originally scheduled for August 16th and 17th has been rescheduled for August 27th and 28th, with September 10 scheduled for a second meeting if needed. The change is due in part to problems in having benchmark questionnaires returned in time to process the information before the original meeting date.

The Council will review the Enhancement Project staff's use of the classification system under development in the point factoring and ranking of the 140 benchmark positions. Test weights for each factor will also be considered if time permits.

The meeting will be held each day from 8:30 a.m. to 4:30 p.m. in the Personnel Division conference room (136) and is open to the public.

For further information, please contact Joyce Brown at 444-3884, or Ron Wilson at 444-3885.

REGISTRATIONS BEING ACCEPTED FOR 4TH ANNUAL EEO CONFERENCE

Registrations are now being accepted for the 4th Annual EEO Conference to be held in Helena, October 17 and 18.

Recent changes to the agenda include an address by Clarence Pendleton, Chairman of the United States Commission on Civil Rights and a differing

point of view offered by Dorothy Bradley, a former legislator and congressional candidate from Bozeman. Because of limited seating, persons wishing to attend the conference must pre-register and pay the registration fee in advance to be guaranteed a spot. Walk-ins will be accepted only if space is available.

For further information and registration, call Jim Nys at 444-4796.

COMMENT PERIOD ENDS FOR NEW STATE APPLICATION FORM

The comment period on the new state application form has now ended and final changes are being made to the new form to ready it for use. Agencies will be mailed information on how to implement and use the new forms sometime in early September. A summary of the changes will be available by the next Personnel Policy Network meeting.

NETWORK TO REVIEW POLICY COMMENTS AUGUST 29

Agency comments on the proposed Selection policy and the Equal Employment Opportunity/Affirmative Action policy will be discussed at the next meeting of the Personnel Policy Network. The meeting begins at 9:00 a.m., August 29, in Room C-209, Cogswell Building.

Other items tentatively on the agenda are the status of revisions on the state's employment application form and discussion of implementation of the recent Attorney General's opinion regarding accrual of years of service by employees. (See related article, p.1).

Updates will be provided on the Classification Enhancement project and changes in the Employee Benefits program.

For additional information or to place items on the agenda, contact Gale Kuglin or Barb Charlton at 444-3871.

JOB ACCOMMODATION NETWORK (JAN) IMPLEMENTED

The President's Committee on Employment of the Handicapped has implemented a data base containing specific information on how individual tasks can be done by persons with limitations. Job Accommodation Network (JAN) enables employers to share information on accommodations which have proved successful with other employers.

JAN's tole free number is 1-800-JAN-PCEH. A Human Factors Engineer will be on the line to clarify concerns. The computer will then be asked to give information on these facts; the functional requirements of the specific jobs; the functional limitations of the worker; environmental factors and other pertinent business operations information.

The computer will print out a brief abstract for each accommodation it finds in the databank along with the name, address, and telephone number of the company representative who can answer further questions. These abstracts can be mailed or transmitted electronically. There is no cost for this service. The only requirement is a commitment that the provider will

provide information regarding accommodation to the database and other employers.

For more information, contact Bob Liston at 444-3886.

DISTRICT COURT RULES ON GRANDFATHER CLAUSE

The grandfather clause of the Public Employees Collective Bargaining Act (39-31-109) has no application whenever there is a change of exclusive representatives in a grandfathered agreement and bargaining unit according to a decision of the District Court In the Matter of Unit Clarification No. 6-80 No. 47495. The Board of Personnel Appeals held that the grandfather clause was to protect contracts and bargaining units in existence in 1973 (the date of the Public Employees Collective Bargaining Act). The exclusive representative at Montana State Prison was decertified in 1979 a d new exclusive representative was certified. The Board held the change in the contract and bargaining unit to a new exclusive representative negates the applicability of the grandfather clause.

The District Court noted the standard for review of the Board's decision was whether the Board decision was rational and whether it involved an abuse of discretion. The Court noted the work "recognition" is a term of act and refers to the exclusive representative. Therefore, the Board rationally determined that a change in exclusive representative results in a loss of grandfather status under the act. The Board's interpretation was, therefore, not an abuse of discretion.

DISTRICT COURT RULES ON CLASSIFICATION APPEAL

The Board of Personnel Appeals did not exceed its statutory authority or violate 2-18-203(2) M.C.A. when it ordered the State Personnel Division to write a new class specification because a position did not fit into any existing class according to a district court decision, In the Matter of the Classification Appeal of Thomas Fitzpatrick, Health Care Facility Surveyor II Cause No. 49883. The court further ruled that the Board of Personnel Appeals had the authority to assign a grade to the newly created class. However, because of a 1981 amendment to 2-18-203(2) the Board of Personnel Appeals can no longer assign a higher grade to an existing class.

FIRST ESSENTIALS OF MANAGEMENT CLASS GRADUATES

The first class of the Essential of Management course, opened by Lieutenant Governor George Turman on July 24, graduated on August 23. Certificates of completion were given the 20-member class by Governor Ted Schwinden who congratulated the participants on their achievement. The next session will begin on September 18 and end on October 18. It will be held in the Northern Hotel in Billings. The third session, scheduled for Helena again, will begin in late October. Any supervisors desiring more information regarding this seven-part training should contact their personnel representatives, or may call the Professional Development Center at 444-3774.

UPCOMING COURSES ANNOUNCED

A wide variety of courses will be offered state employees during the month of September. They are:

PROFESSIONAL SKILLS FOR CLERICAL PERSONNEL, September 5, 8:30 a.m. to noon, Room 136, Mitchell Building, Helena. Cost - $30.00

This course is intended for employees at all levels who would like to sharpen their skills and techniques in public contact and interaction with other public employees.

EDITING SKILLS, September 6, 8:30 to 4:30, Room 136, Mitchell Building, Helena. Cost - $45.00.

This class will develop or improve skills in composing, editing, and correcting draft copy into final form. It is intended for technical and clerical personnel.

SEXUAL HARASSMENT PREVENTION, September 12, 10:00 a.m. to noon, Room 136, Mitchell Building, Helena. Cost - $15.00.

Intended to help in eliminating sexual harassment from the workplace, this course aims at developing an awareness of the many forms it can take, both blatant and subtle.

INTERVIEWING SKILLS, September 20, 8:30 a.m. to 4:30 p.m., Room 136, Mitchell Building, Helena. Cost - $55.00.

Managers, supervisors, and personnel representatives who would like to improve their skills in conducting effective employment selection interviews in order to hire or promote the best possible applicant will benefit from this excellent seminar.

MANAGING CONFLICT IN THE WORKPLACE, September 25, 8:30 a.m. to 4:30 p.m., Rainbow Hotel, GREAT FALLS. Cost - $55.00

This course will help managers and supervisors recognize their personal approaches to conflict and to deal with conflicts on a situational basis. The course emphasizes negotiating skills and problem solving.

STAFF CHANGES

Betty Morris has been selected as Administrative Clerk with the Classification Bureau. She may be reached at 444-3764.

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MONTANA PERSONNEL PERSPECTIVES

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September 1984

[redacted]
PERIODICALS

GOVERNOR DESIGNATED OCTOBER AS "SAVINGS BOND MONTH"

Governor Schwinden has designated October as "Savings Bond Month." Planning is now underway for this year's campaign.

Savings bonds are an American tradition and the interest rate is more attractive than ever before. Bonds will be paying 9.95% interest for the period between May 1 and October 31, 1984 for the first semiannual interest period and will earn a guaranteed minimum interest rate of 7.5% when held 5 years or more.

Savings bonds have a special appeal for savers who don't have the large initial cash outlay required for many of today's investments. The state payroll system can accommodate deductions as small as $5.00:

$50 bond costs $25
$ 5.00 for 5 pay periods
$ 6.25 for 4 pay periods
$12.50 for 2 pay periods
$25.00 for 1 pay period

$100 bond costs $50
$ 5.00 for 10 pay periods
$ 6.25 for 8 pay periods
$10.00 for 5 pay periods
$12.50 for 4 pay periods
$25.00 for 2 pay periods

$75 bond costs $37.50
$ 3.75 for 10 pay periods
$ 6.25 for 6 pay periods
$ 7.50 for 5 pay periods
$12.50 for 3 pay periods
$18.75 for 2 pay periods

$200 bond costs $100
$ 5.00 for 20 pay periods
$ 6.25 for 16 pay periods
$10.00 for 10 pay periods
$12.50 for 8 pay periods
$20.00 for 5 pay periods
$25.00 for 4 pay periods

Many other desirable features remain unchanged:

- Taxes can be deferred until bonds are cashed.

- As registered securities, bonds will be replaced if lost, destroyed or stolen.

- Multiple bonds may be purchased through the Payroll Savings Plan.

- Bonds are not subject to probate, providing ready cash in time of need.

- Bonds can be purchased for half of their face value. Bonds are redeemable after six months; or, if held, will continue to earn interest and grow in value.

- The money set aside for children's education expenses can go further with the advantage of the tax savings which bonds offer.

Agency coordinators have now been identified (list on page 3). Through these coordinators and their canvassers, every employee will be contacted with information on the bond program.

If there are any questions, please contact the agency coordinator or Pam Wintrode or Jim Nys at 444-3871.

AGENCY COORDINATORS

Department	Name	Phone
Administration	Barbara Kain	444-4644
Public Employees Retirement	Michael O'Connor	444-5459
State Tax Appeal Board	Jere-Ann McCaulay	444-2720
Teachers Retirement	James R. Ferron	444-3134
Agriculture	Laura Hildenstab	444-3144
Auditor's	Earleen Schwochow	444-2040
Commerce	Mary A. Larson	444-2887
Fish, Wildlife & Parks	Debbie Horton	444-5617
Governor's Office	Mary Jo Murray	444-3111
Health & Environmental Science	Glenna McClure	444-4219
Highways	Jo Schmitz	444-6200
Historical Society	Barbara Smith	444-2697
Institutions	Gail Briese	444-4940
Justice	Howard Hammer	444-3800
L&I, Board of Appeals	Joe Maronick	444-5600
L&I, Human Rights	Jerry Keck	444-2884
Labor & Industry	Kathie Cramer	444-2661
L&I, Workers Compensation	Debbie Liedle	444-6518
Lands	Maggie Johnson	444-2074
Legislative Auditor's Office	Sheryl Schleining	444-3122
Legislative Council	Bonnie Albiston	444-3715
Legislative Fiscal Analyst	Cliff Roessner	444-2986
Library	Dianne Keller	444-3115
Livestock	Nell Johnson	444-4992
Military Affairs	Karen Beck	444-6904
Disaster & Emergency Svc	Edward Swetish	444-6911
Veterans Affairs	Jeff Harrison	444-6929
Natural Resources & Conservation	Renee Murphy	444-6736
Political Practices	Blake Running	444-4621
Public Instruction	Joyce Thompson	444-3684
Public Service Commission	Laura Bird	444-6175
Revenue	Jill Shea	444-2867
Secretary of State	Joanne Stevens	444-5382
Social & Rehabilitation Svc	Ron Brown	444-2631
Supreme Court	Patty Harris	444-2621
University System	Jacki Wrigg	444-6570
Montana Arts Council	Dianne Keller	444-6430
Boulder River School & Hosp	Tom Dolan	225-3311
Center for the Aged	Connie Jean Hyde	538-7451
Eastmont Human Services	Jan Kruger	365-6001
Montana State Hospital	Bill McCrea	693-2221
Mountain View School	Debbie Loendorf	458-9016
Pine Hills School	Patricia Laney	232-1377
State Prison	Katie Godla	846-1230
Swan River Youth Camp	DeAnna Stahlberg	754-2292
Veterans Home	Lynette Green	892-3256
Advisory Council on Voc Ed	Kris Roby	444-2964
Eastern Montana College	Archie Sutton	657-2117
Montana State University	Jody May	994-2341
Montana Tech	John Nugent	123-4126
Northern Montana College	Aileen Sather	265-7821
University of Montana	Lynda Brown	243-6760
Western Montana College	Dorothy Seymour	683-7101
Fire Service Training School	Sheldon Weedon	761-7885
School Deaf & Blind	Jo McGillen	453-1401

RECRUITMENT NETWORK DISCUSSES SELECTION POLICY: PUBLIC HEARING OCTOBER 4

A public hearing to receive comments on the proposed Recruitment and Selection Policy is scheduled at 12:15 p.m. on October 4 in Room 104 of the Capitol.

The Personnel Policy Network extensively discussed the proposed rules at its August 29 meeting and those comments have been incorporated into the draft, now proposed for adoption. Copies are available from your agency personnel officers or the Employee Relations Bureau, 444-3871.

At a follow-up Network meeting September 18, the new state application form, implementation of the recent Attorney General's Opinion on time accrual and the proposed Equal Employment Opportunity/Affirmative Action policy were discussed.

For further information, contact Barb Charlton or Gale Kuglin at 444-3871.

GROUP BENEFITS ADVISORY COUNCIL TO MEET

The State Employee Group Benefits Advisory Council met on August 20. Guests present at the meeting included representatives from Nationwide Insurance Company and from Montana Benefits Inc./G. F. Murray and Company. Nationwide representatives included Peter F. Frenzer, Executive Vice President, Investments; Joseph J. Gasper, Vice President, Tax Sheltered Products; James E. Brock, Vice President, Pension Operations; and Charles Weaver, Chief Actuary. Montana Benefits representatives included Greg Murray, John Allen, Jim Turcotte and Kay Peterson.

The thrust of the meeting focused on Nationwide's efforts to commit themselves to the viability and competitiveness of the Montana Deferred Compensation Plan as an important facet of their overall operations. Pete Frenzer explained his company's general investment philosophy. Nationwide emphasizes being competitive with guaranteed rates over the long-term - this concept fits well with the goals of deferred compensation. Overall, Nationwide's track-record seems to conform with their stated contentions and philosophy.

Nationwide invests primarily in mortgages, usually large transactions, consisting of large office buildings, shopping centers, and, perhaps, hotels/motels. They also invest in private and publicly traded corporate debt. They prefer privately traded paper to fund companies with better than average bond ratings. Nationwide also invests up to 5% of its assets in common stock. Profits from common stock holdings are reinvested in mortgages or bonds.

The State's contract with Nationwide is expected to be renewed for next year with a tentative agreement reached by October 1. The possibility of decreasing the 4% lump-sum withdrawal charge for long-term participants will be discussed as will the potential for increasing the annual number of

account statements sent to participants.

For further information, contact Joe Michaud at 444-3887.

ESSENTIALS OF MANAGEMENT BEING HELD IN BILLINGS

The second class of the Essentials of Management curriculum is currently being held in the Northern Hotel in Billings, September 18 through October 18. The Essentials of Management course is a seven-part series which takes supervisory personnel through the basic principles of leadership and management. It begins with the rights and responsibilities that come with selection to a supervisory position and continues on through methods of planning and organizing, delegation, setting performance standards and evaluating employee performance, effective discipline, and closes with a day-long laboratory session where practical situations are presented to the participants. Class size is limited to twenty and selection is upon recommendation of department administrators. For further information, contact your personnel representative.

MANAGEMENT DEVELOPMENT ADVISORY COUNCIL TO MEET SEPTEMBER 26

The Management Development Council which provides input and advice to the Professional Development Center regarding types of management training needed throughout state government, will meet in Helena, September 26. Members of this Advisory Council are: Dan Bucks, Department of Revenue; Nancy Leifer, Department of Commerce; Russell McDonald, Department of Highways; Marilyn Miller, Office of Public Instruction; William Spivey, Department of Social and Rehabilitation Services; Dr. Kenneth Weaver, Montana State University; Gary Blewett, Department of Labor and Industry; Dr. Maureen Fleming, University of Montana; and Dennis Taylor, Department of Administration. Since it is the aim of the Professional Development Center to meet the training needs of state employees, input is always solicited from all levels and may be given to any member of the Advisory Council or direct to the PDC at 444-3855 or 444-3774.

FALL TRAINING SCHEDULE PUBLISHED

The Fall Training Schedule of classes to be offered through the auspices of the Professional Development Center, State Personnel Division, has been published and is being distributed at this time. It is a full schedule and one that offers a wide variety of topics for employees at all levels within state government. Distribution is made to all agency personnel representatives on a routine basis. Contact your personnel representative about the many training opportunities available to you during the period October, November, and December. The October Courses are listed below to give some idea of the variety offered.

MEDIA RELATIONS October 2, 8:00 a.m. to 5:00 p.m., Rooms 302/303, Workers Compensation Building. Cost: $55.00. This course is intended for anyone who comes into contact, or may come into contact with media representatives.

MEETING MINUTES October 3, 1:00 to 5:00 p.m., Room 136, Mitchell Building. Cost: $45.00. Taking effective and useful meeting minutes is a skill that must be learned. It involves more than simply attempting to write a summary of a meeting. This class will give participants those skills necessary.

NEW EMPLOYEE ORIENTATION October 10, 1:00 to 5:00 p.m., Room 209, Cogswell Building. Cost: $10.00. This session is offered by the Department of Administration each quarter for all employees hired into state government during the preceding months.

REMOTE SUPERVISION October 16, 8:30 a.m. to 4:30 p.m., Room 212A, Coach House Inn East. Cost: $55.00. This course requires that both the supervisor and at least one employee located in a remote location attend together. It covers establishing goals, and evaluating effectiveness to insure that both the supervisor and employee are in full agreement about all phases of the work.

HOW TO KEEP YOUR JOB FROM MAKING YOU SICK October 17, 8:00 a.m. to 5:00 p.m., Room 136, Mitchell Building. Cost: $25.00. This one-day seminar is aimed at assisting anyone in a high-stress job to cope with the day-to-day activities.

INTERVIEWING SKILLS October 24, 8:30 a.m. to 4:30 p.m., Room 136, Mitchell Building, Cost: $55.00. This course is designed to help anyone who is ever placed in a position of having to conduct an official interview whether for the purpose of hiring a new employee, promoting an employee, or for other purposes.

NEGOTIATING SKILLS October 24-25, 8:30 a.m. to 4:30 p.m., Room 212A, Coach House East, Cost $115.00. This course is intended for all who want to improve their negotiating skills in order to resolve conflicts, control outcomes, influence others, and still maintain a climate for cooperation.

MANAGING YOUR TIME October 25, 8:30 a.m. to noon, Room 136, Mitchell Building. Cost: $25.00. We never seem to have enough time and end the day with unfinished projects and unresolved problems. This half-day course will help you get control of your time and your workplace.

EDITING SKILLS October 25, 8:30 a.m. to 4:30 p.m., Rooms 302/303, Workers Compensation Building. Cost: $45.00. This course addresses the needs of anyone responsible for writing, editing, and correcting memoranda, reports, letters, and other written communications.

For further information regarding these or other courses offered by the Professional Development Center, 444-3985, or 444-3774, or contact the agency personnel representative.

HEALTH AND DENTAL INSURANCE UPDATE

Effective September 1, 1984 Montana Physicians Service began paying claims for medical and dental expenses.

It is important that any expenses incurred prior to September 1, 1984 be sent to Mutual of Omaha for payment before November 1, 1984 to insure processing.

The change to Montana Physicians Services will be convenient for employees. Providers, in most cases, will complete MPS Forms and submit them for payment.

Montana Physicians Services regional offices around the state, also, will make it easier for employees to have questions about their plan coverages answered. Below is a listing of regional offices.

404 Fuller Avenue	Box 4309	Helena	59604	442-5450
2310 Broadwater	Box 20583	Billings	59104	656-0505
515 Kensington Ave.	Suite 2C	Missoula	59801	549-1893
4 West Park - Rm.414	Box 429	Butte	59703	782-1611
College Park Plaza	Box 769	Havre	59501	265-8212
Martell Plaza Bldg.	Box 844	Bozeman	59771	586-6524
600 Central Plaza	Box 1177	Great Falls	59403	452-5345
				761-2330
33 8th Street East	Box 13	Kalispell	59901	257-5070
11 South Seventh St.	Box 964	Miles City	59301	232-3224

If in a situation a provider does not have MPS Forms, Regional Offices will have a supply of forms on hand.

For further information, please contact Mike Arnold at 444-3946.

UNITED WAY CAMPAIGN UNDERWAY

Commerce Department Director Gary Buchanan and Joe Meyer from the Department of Revenue are co-chairs of this year's Helena area United Way Campaign which began September 12, 1984.

All Helena area state employees received a letter from Governor Ted Schwinden asking for support in reaching the goal of $53,500 in contributions which will be raised by campaign volunteers working in each agency. The campaign is scheduled to end November 2, 1984.

EEO CONFERENCE ACCREDITED

The 1984 EEO Conference, scheduled for October 17 and 18 in Helena, has been officially accredited by the Montana Board of Continuing Legal Education.

Montana attorneys who attend the conference may claim 12.75 CLE credits according to Board Secretary George Bousliman.

Academic credit has also been tentatively approved through Montana

State University. Dr. Krishna Tummala of the Political Science Department is handling arrangements. The conference is open to any interested persons on a first come basis. Persons planning to attend must pre-register and pre-pay the $40.00 conference fee to be admitted to this conference due to space limitations. Contact the Personnel Division at 444-3871 for more information.

JOB CLASSIFICATION ADVISORY COUNCIL REVIEWS BENCHMARK FACTOR RANKINGS

The Job Classification Advisory Council met August 27 and 28 to review eight of the nine compensable Factors and the Classification Enhancement Project staff's application of those factors to 120 of the 140 benchmark positions.

Position Information Questionnaires, specifically designed to gather information needed for the new job evaluation system, were sent out in July to benchmark position supervisors for completion. The staff's rankings presented to the Council were based on information from these questionnaires which had been returned in time for the meeting and on precedents set by the Council in earlier meetings.

With the exception of minor adjustments to the staff's ranking of some benchmarks under some factors, and the suggested addition of a fourth level to the Working Condition Hardships factor; the Council was satisfied with the compensable factor definitions and the rankings of benchmarks.

Another JCAC meeting has been scheduled for September 27 and 28 to review 1) the one remaining factor (the Work Impact Responsibility factor) and benchmark rankings for that factor, 2) the rankings of the remaining 20 benchmark positions for all factors, 3) revision of the Working Condition Hardships factor, and 4) application of various factor weights to establish a final total ranking of all benchmark positions.

After the coming meeting, the Project staff will be able to proceed with distributing the draft job evaluation instrument for review and comment, field testing the system, and using it to carry out a study of comparable worth requested by the Legislature (2-18-209, MCA). The staff is now in the process of sending out questionnaires for these studies.

The September 27-28 meeting will be held in the Personnel Division Conference Room (136) from 8:30 a.m. to 5:00 p.m. each day, and is open to the public.

For further information, please contact Joyce Brown or Ron Wilson at 444-3871.

LOST AND FOUND

Man's pullover sweater - left in Room 136, Mitchell Building.

Contact State Personnel Division 444-3871 to identify.

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MONTANA PERSONNEL PERSPECTIVES

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October, 1984

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GOVERNOR SCHWINDEN SIGNS PROCLAMATION

Governor Schwinden signed a Proclamation on October 5, 1984 designating October 7 - 13, Montana Employ the Handicapped Week.

Present at the signing ceremony were members of the Governor's Committee on Employment of the Handicapped, members of disabled organizations, advocates for the disabled, and staff from the State Personnel Division. The Governor took this opportunity "to challenge public and private employers to hire persons with disabilities during the next year."

Lowell Bartels, Chairman, GCEH, was pleased with the 261% increase in handicapped employment in state agencies in the past two years, and urged private employers to join the public sector in increasing job opportunities for the disabled. Mr. Bartels went on to say "disabled persons can be qualified for any type of work, given the chance. A person's disability does not necessarily diminish that person's ability to hold down meaningful employment."

For further information, please contact Bob Liston at 444-3886.

CLASSIFICATION ENHANCEMENT PROJECT ENTERS FIELD TEST/PUBLIC REVIEW STAGE

The new classification method is expected to be ready for a field test beginning November 1, and a public hearing is scheduled for the evening of November 29.

In preparation for the field test the project staff is currently collecting job information on 135 randomly selected state positions to be used in the field study and subsequently in a comparable worth study. These 135 positions will be evaluated using the new method by teams of personnel officers and specialists to test for inter-classifier reliability.

Public review will involve distribution of an informational flyer to state agencies, employees, labor organizations, and other interested parties; three pre-hearing informational meetings to be announced in the flyer; and the November 29 public hearing also to be announced in the flyer. A special meeting will also be held with state personnel officers on October 31 to acquaint them with the new method. A notice and informational material will be mailed in advance.

The Job Classification Advisory Council (JCAC) will hold its next meeting on October 26 to make final adjustments to the method before the field test and final review. The meeting will be held in the Personnel Division conference room and is open to the public.

For further information, please contact Joyce Brown or Ron Wilson at 444-3884 or 3885.

ATTORNEY GENERAL RULES ON CLASSIFICATION ISSUE

In an Opinion released September 21, 1984, the Attorney General held that the Classification Bureau has the authority to classify and to establish grade levels for the positions of state librarian and director of the Montana Historical Society. This opinion was requested as a result of conflicts in sections 22-3-107 and 22-1-102, MCA, which give the board of trustees of the Montana Historical Society and the State Library Commission power to set the salaries of the positions in question, and 2-18-201, et. seq., MCA which directs the department of administration to develop a personnel classification plan for all positions in state service, except those exempted in 2-18-103 and 2-18-104. MCA.

The Attorney General's opinion was based on evidence that the Legislature, in establishing the Classification Act, intended only those positions specified in 2-18-103 and 2-18-104, MCA to be exempt.

For further information, please contact John McEwen at 444-3894.

NEGOTIATIONS UNDERWAY

The state Labor Relations and Employee Benefits Bureau is now involved in collective bargaining negotiations with state employee unions covering wages, hours, fringe benefits and other conditions of employment for the FY86/87 biennium.

Section 17-7-111 and 17-7112, MCA, enacted by the last legislature in SB 235, requires that the executive branch submit its executive branch salary proposals for the next biennium to the legislative fiscal analyst by November 15 in the year preceding the legislature. Negotiations are being scheduled in an attempt to reach tentative agreements by that date.

For further information, please contact Labor Relations Bureau at 444-3871.

MORE THAN 100 ATTEND EEO CONFERENCE

More than 100 persons attended the fourth annual EEO conference in Helena, October 17 and 18. The group was addressed by such notables as Clarence Pendleton, chair of the U. S. Commission on Civil Rights; Michael Carvin, special assistant in the United States Department of Justice's Civil Rights Division; Robert Boysen, of the Washington State Department of Personnel; Anne MacIntyre, Administrator of the Montana Human Rights Division and Dorothy Bradley, Bozeman lawyer and former state state legislator.

A summary of conference remarks will be published in the next issue of Perspective.

EMPLOYEES CONTRIBUTE TO UNITED WAY

The Helena employees of the State of Montana have contributed more than $32,000 to the Lewis and Clark County United Way Campaign as of

October 11, 1984. This figure represents 60.9% of the total goal of $53,000. The campaign is scheduled to conclude November 2, 1984.

EEO REPORT RELEASED

The annual report to the Governor on the status of equal employment opportunity in the executive branch of state government was released Tuesday by Dennis M. Taylor, Administrator of the Department of Administration's State Personnel Division.

The report, covers the period of July 1, 1983, to June 30, 1984, and shows significant progress in the employment of handicapped in state government but little change for women and for minorities.

According to State Equal Employment Opportunity Coordinator, Jim Nys, the number of handicapped employees increased by 38.5% in the last program year, an increase that comes on top of significant improvements made in the previous year. The number of women employed as administrators and officials increased 1.5% last year, compared to the 3.4% in the previous program year. The number of women employed as permanent full-time professionals decreased .6% during the year. The report confirms that women employed by state government continue to be over-represented in lower pay grades; 63% of all women employed by state government are in pay grade 10 or below. Nys also stated that women are considerably more successful at obtaining promotions into managerial/professional and technical jobs than they are being hired into them in open competition. The number of minorities employed by state government, according to Nys, remained stable during the last year, compared to the 1% increase during the previous year.

Taylor and Nys attribute the lack of significant progress for women and minorities to the diversion of attention away from the achievement of affirmative action and equal employment opportunity goals because of mixed signals from the federal government. They also noted the impact of the statutory obligations of the Montana Preference Law, and the relative lack of experience of women and minorities in many non-traditional fields.

Individual copies may be obtained by contacting Jim Nys, EEO Coordinator at 444-3796.

STAFF MEMBERS MOVE

The offices of Jim Nys, EEO Coordinator and Bob Liston, Handicapped Employment Coordinator have been moved to Room 106 of the Mitchell Building. The phone numbers remain the same, Jim Nys 444-3796 and Bob Liston 444-3886.

HEALTH CARE CLAIMS ADMINISTRATION TRANSFERRED

Montana Physicians' Service has begun processing health benefits claims for state employees. There was a delay in processing claims during the period when administration of the program was transferred from Mutual of Omaha to MPS in order to provide the new carrier with accurate information.

For further information, contact Mike Arnold, 444-3946.

BIENNIAL SALARY SURVEY RESULTS BEING PROCESSED

The 1984 State Salary and Benefit Survey results are being processed. The response from selected employers was better than in the past. Ten neighboring states and nearly 200 of 500 selected in-state employers provided useable responses.

The classes selected to be surveyed consisted of 45 classes surveyed in-state only, 119 classes surveyed out of state only and 23 classes surveyed both in and out of state. This generated 1,968 job matches in-state and 1,128 job matches out of state. Thus, reliable and statistically valid results are anticipated for nearly all of the 187 total classes surveyed.

It should be noted that the number of classes surveyed this time was increased significantly to provide job matches for the enhancement project benchmark positions and to provide job matches relevant to the "comparable worth" study now underway. It is expected that the final salary survey results will be published before the end of the year with the goal of beginning distribution of copies before the end of November. The comparable worth study will be published early in 1985.

For further information, please contact Joe Michaud at 444-3887.

DEFERRED COMPENSATION 1984 FOURTH QUARTER RATES FIXED

The State Deferred Compensation Plan has had the following fourth quarter net guaranteed rates in effect since October 1.

8.9%	on fixed money invested before 1/1/81
11.6%	on fixed money invested after 12/31/80
11.15%	on former Savings and Loan money

These rates will remain in effect until the end of the year.

For further information, please contact Joe Michaud at 444-3887.

SAVINGS BOND DRIVE CONTINUES THROUGH OCTOBER

A statewide drive continues during the month of October to remind state employees of the significant changes which have occurred in the Savings Bond Program during the last two years. Canvassers in each agency are contacting employees on an individual basis to explain the new market-based interest rates as well as the original features including tax deferral, easy redemption, safety and convenient payroll savings.

A twelve-minute film which describes today's Savings Bonds is available from the State Personnel Division. For more information, please contact Pam Wintrode or Jim Nys at 444-3789 or 3796.

ANNUAL LEAVE, CLASSIFICATION ON NETWORK AGENDA

Changes to the state's annual leave rules have been prepared for initial review and comment by the Personnel Policy Network and other interested persons. Changes are being proposed to implement amendments made to 2-18-611, MCA, during the 1983 Legislature, which were effective October 1, 1983. Changes also are needed to implement the Attorney General's Opinion issued July 31, 1984 relating to crediting time for longevity and vacation accrual purposes.

The Personnel Network will meet from 9:00 a.m. until 4:00 p.m. Wednesday, October 31, in Room 302-303, Workers' Compensation Building. Personnel Officers should be prepared to discuss the draft annual leave rule during the morning session and to learn about the new classification methodology during the afternoon session.

For further information, contact Barb Charlton or Gale Kuglin at 444-3983, 3984 or 3871.

IMPLEMENTATION OF ATTORNEY GENERAL'S OPINION ON CONVERSION TO HOURS CONTINUES

The State Personnel Division has been working with Central Payroll Division and Computer Services Division to establish procedures to convert to hours employees' time for longevity and vacation leave accrual purposes.

October 13 is the date on which all agencies must begin counting hours in a pay status to earn a year of employment for longevity and vacation leave accrual purposes.

A sample turn-around document, information regarding the conversion to hours, and draft instructions for the completion of the turn-around were distributed to personnel officers and payroll clerks in September.

The actual turn-around document will be issued October 24, 1984 and distributed by the Central Payroll Division.

The State Personnel Division plans to distribute a general notification regarding the A.G's Opinion to all state employees with the November 7 paycheck. The following is a list of the anticipated time frames for the conversion to hours:

Conversion Date	October 13, 1984
Turn-around Issued	October 24, 1984
Notice to Employees	November 7, 1984
Turn-around Back to Central Payroll	November 19, 1984
Conversion Completed	December 5, 1984

For further information or assistance, please contact Barb Charlton or Gale Kuglin at 444-3983, 3984 or 3871 and Richard Hall at 444-3174.

RECRUITMENT AND SELECTION RULES ADOPTED

Two persons provided testimony relating to the proposed recruitment and selection rules at a formal public hearing on October 4, 1984. The rules have been adopted and will be effective October 26.

The following is a summary of the major comments received by the State Personnel Division.

1) The department received several comments that the rules should allow the consideration of temporary employees in the applicant pool when internal recruitment is conducted.

2) One person recommended removal of the language in the rules that excluded applicants from further consideration for employment with the State of Montana where there was intentional misrepresentation in the application process. The comment suggested that removal of the person from the specific position for which the information was intentionally misrepresented was more appropriate.

3) One comment suggested that state agencies should have discretion regarding whether or not to give an applicant an explanation of the reasons why the applicant was not hired for a position.

The comment period ended on October 12 and the State Personnel Division considered all comments received and made appropriate changes to the rules. The changes will be published in the Montana Administrative Register on October 25. The final state policy on recruitment and selection should be ready for distribution to MOM holders in early November.

For further information, contact Barb Charlton or Gale Kuglin at 444-3983 or 3984.

PERSONNEL NETWORK DISCUSSES ATTORNEY GENERAL'S OPINION, NEW APPLICATION FORM, PROPOSED EEO RULES

Converting employee time accrual to an hourly basis for longevity and annual leave rate earned, the final revision to the new state employment application form and a proposed new policy on Equal Employment Opportunity and Affirmative Action were discussed September 18 by the Personnel Policy Network.

The Network continued to consider implications of implementing the July opinion of the Attorney General which requires that an employee be in a pay status 2,080 hours in order to complete a year of employment for purposes of earning longevity pay and for purposes of the rate at which annual leave is accrued. The State Personnel Division has prepared detailed instructions on the implementation process, which have been distributed in draft to agencies. The conversion is set to take place October 13. (see related story).

In action on the application form it has been decided that applicants for state jobs will be required to submit an original copy of pages one and

four of the new form. Applicants will be encouraged to complete an original form for each position for which they apply; however, they will be allowed to photocopy pages two and three of the application. These pages contain education and experience information. The target for implementing the new form is the end of October.

Following discussion by the Network, the proposed new rules on Equal Employment Opportunity and Affirmative Action will be filed in October with the Secretary of State for adoption. The rules as proposed describe the responsibilities of the Department of Administration and individual agencies in the administration of EEO and Affirmative Action efforts. A public hearing is scheduled at 12:15 p.m., November 20 in Room C-209, Cogswell Building on the proposed rules.

For further information, contact Gale Kuglin or Barb Charlton at 444-3983, 3984 or 3871.

BILLINGS ESSENTIALS OF MANAGEMENT COURSE ENDS

The second offering of the Professional Development Center's Essentials of Management course will end in Billings on October 18. The 15-member class will receive their certificates of completion following a day long laboratory session during which they will be presented situations and problems similar to those they might encounter in "real-life" management situations.

Members of the second class are: Vona Stam and Janet Ludwig, Social and Rehabilitation Services; Pat Gillet, Terry Hardy, G. H. Lythgoe, Harold Nanto, and Merrill Watkins, Job Service; Keith Kerbel, Vivian Lighthizer, Sam Rodriguez, Department of Natural Resources and Conservation; Ken Nygaard, Department of Revenue; Richard Pittsley, Department of Fish, Wildlife and Parks; and Steve Regele, Department of State Lands.

The next class of Essential of Management will begin October 30 at the Coach House Inn East in Helena. For further information concerning the Essentials of Management course contact your personnel representative or call the Professional Development Center at 444-3855.

MANAGEMENT DEVELOPMENT ADVISORY COUNCIL MET IN SEPTEMBER

The Management Development Advisory Council, which provides input and advice to the Professional Development Center regarding types of management training needed throughout state government, met in Helena September 26. Items discussed included budget needs for the coming year, anticipated program development, and new product discussions and critique.

Anyone desiring to provide comments or input into the management training programs of the Professional Development Center, is urged to call the PDC at 444-3855 or contact a member of the Advisory Council. Members of this Advisory Council are: Dan Bucks, Department of Revenue; Nancy Leifer, Department of Commerce; Russell McDonald, Department of Highways; Marilyn Miller, Office of Public Instruction; William Spivey, Department of Social and Rehabilitation Services; Dr. Kenneth Weaver,

Montana State University; Gary Blewett, Department of Labor and Industry; Dr. Maureen Fleming, University of Montana; and Dennis Taylor, Department of Administration.

TRAINING COURSES ANNOUNCED

This month's Professional Development Center schedule kicks off with a popular course conducted by a popular instructor.

Transforming Your Work Into a Growth Experience

November 1, 1984, 8:30 - 4:30, Rm. 212A Coach House East.

Mary Ellen Campbell, University of Montana, is the instructor for this course aimed at professional assistants in all types of organizations.

Cost - $58.00.

Meetings For Results

November 7, 1984, 8:30 - Noon, Rm. 136, Mitchell Building.

Instructor, John Camper, P.D.C.

Cost - $30.00.

Corrective Action and Discipline

November 8, 1984, 8:30 - 5:00, Rm. 302, Workers Compensation Building.

Instructor, John Moore, P.D.C.

Cost $55.00

This course is a part of the Essential of Management curriculum offered for those unable to attend the entire seven-part course at one time.

Presenting to the Legislature

November 14-15, 1984, 1:00 to 5:00 p.m. the first day;
8:30 to 5:00 p.m. the second day,

Room 310 Coach House East.

Instructors, Robert Deaton, University of Montana
Ann Mary Dussault, Missoula County Commissioner and former state legislator.

Cost - $115.00.

Media Relations

November 15, 8:00 a.m. to 5:00 p.m. Room 302 Workers' Compensation Building.

Instructor, John Camper, P.D.C.

Cost - $55.00.

Report Writing

November 15, 8:30 a.m. to 4:30 p.m. Room 136, Mitchell Building.

Instructors, Ray and Mary Fenton of Fenton and Fenton, Helena.

Cost - $50.00.

Self Management

November 20, 8:30 a.m. to 4:30 p.m. Conference Room, Montana State Library.

Instructor, John Camper, P.D.C.

Cost - $55.00

For further information concerning these and other courses offered by the Professional Development Center, call 444-3985 or 444-3774.

LOST AND FOUND

Man's pullover sweater - left in Room 136, Mitchell Building.
Contact State Personnel Division 444-3871 to identify.

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ANNUAL LEAVE HEARING SET DECEMBER 20

A public hearing to receive comments on proposed changes to the state's annual vacation leave rules is scheduled at 12:15 p.m., December 20, in Room C-209, Cogswell Building, Helena. Written comments on the proposal may be submitted until December 31, to the State Personnel Division Administrator Dennis M. Taylor.

Changes in the rules are being proposed to implement amendments to 2-18-611, MCA, which were effective October 1, 1983; to implement the opinion of the Attorney General issued July 31, 1984, relating to accrual of time; in response to requests from the personnel policy network, a group of Executive Branch personnel officers and from managers who must administer annual vacation leave.

The rules are proposed to be adopted, amended, and repealed to make minimum requirements for administration of annual leave more clear; to remove some specific procedural requirements from these rules and to delegate authority for establishing such requirements to the agencies; to reorganize the rules so they are easier to follow, and to modify record keeping requirements to be consistent with the operation of the Payroll/Personnel/Position Control automated record keeping system.

Major specific changes include:

a. repeal of language in ARM 2.21.231, which allowed an employee to earn leave credits while in a leave without pay status, as provided in 2-18-611, MCA;

b. implementation in ARM 2.21.222, of the consistent use of the definition of a year as 2,080 hours in all phases of leave administration's required by the recent attorney general's opinion;

c. creation of specific requirements in ARM 2.21.222, for an employee to meet to claim prior government or military service time to be applied toward the rate earned;

d. repeal of ARM 2.21.233, which allows an employee to extend the termination date by using annual leave.

   This provision has created a hardship for agencies, because it creates extended delay in the agency's ability to fill a vacant position. Avoidance of excessive withholding in the last check was the reason for adoption of this rule. The terminating employee may make adjustments through payroll to avoid excessive income tax withholding in the final check, which includes the cash out. It is the intent that the option remain available at the agency's discretion.

Copies of the proposed changes may be obtained by contacting your agency personnel officer or by contacting Gale Kuglin, 444-3984, or Barb Charlton, 444-3983.

POLITICAL ACTIVITY GUIDES DISTRIBUTED

A new guide entitled, "Political Activity and the State and Local Employee," along with the relevant Montana statutes regarding political activity by public employees, has been distributed to all holders of the Montana Operations Manual Volume III, in state agencies.

If an agency received adequate copies of the Montana statutes, but did not receive enough copies of the main guides for the agency's MOM's, contact Barb Charlton at 444-3983.

The guide describes the types of political activities which are permitted and those which are prohibited under state and federal law. In addition, the guide describes the types of positions which are covered by the federal Hatch Act. Persons in these positions may not serve in partisan political offices.

For information about whether specific positions are covered by the Hatch Act, employees should contact their agency personnel officers.

PROFESSIONAL DEVELOPMENT CENTER COURSES ANNOUNCED

A number of classes are scheduled under the auspices of the Professional Development Center through the end of 1984. For further information or enrollment, contact your personnel representative or call the PDC at 444-3985 or 444-3774.

People Working With People
December 4-5, 8:30 a.m. - 4:30 p.m., Room 310, Coach House Inn East.
Cost: $115.00.

Sexual Harassment Prevention
December 5, 8:30 a.m. - 10:30 a.m., Room 136, Mitchell Building.
Cost: $15.00.

Planning and Strategy
December 11, 8:30 a.m. - 4:30 p.m., Room 302, Workers' Compensation Building.
Cost: $55.00.

The Montana Political Process
December 12, 8:30 a.m. - 5:30 p.m., Room 212, Coach House Inn East.
Cost: $58.00.
This course will analyze the factors of the Montana Political system with special emphasis on the legislative process and issues facing the upcoming session. Lauren McKinsey, MSU, will conduct the course.

Public Relations in the Public Sector
December 13, 8:30 a.m. - Noon, Room 136, Mitchell Building.
Cost: $30.00.

Editing Skills
December 19, 8:30 a.m. - 5:00 p.m., Room 302, Workers' Compensation Building.
Cost: $45.00.

PRINCIPLES OF MANAGEMENT COURSE SERIES ON THE DRAWING BOARD

The Professional Development Center has announced that the curriculum for the multi-sectioned series, "Principles of Management" has been decided with the help of the Management Development Advisory Council.

As currently planned, "Principles of Management" will extend through six day-long sessions addressing such issues as government ethics, fiscal processes, program planning and evaluations and special issues of interest to mid-level managers.

The first courses will be tested in January and February with the full program to get underway in the second quarter of 1985.

For further information, please contact Jim Burgess, 444-3855.

EEO CONFERENCE A SUCCESS

More than 100 persons gathered at Helena's Colonial Inn on October 17, and 18, to participate in the Fourth Annual Equal Employment Opportunity Conference sponsored by the State Personnel Division. The following is a summary of some of the major remarks from that conference.

Clarence Pendleton, Chairman of the U.S. Commission on Civil Rights, spoke in the opening session, defending the Reagan Administration's civil rights record. Pendleton blamed, "fraudulent public education" and government licensing and regulation for many of the civil rights problems in this country.

He also complained about the broad scope of civil rights protections offered various groups in the United States noting that 85-90% of the U.S. population now falls within some protected class. "I don't know who the majority is, from whom we have to be protected."

Dorothy Bradley, a Bozeman attorney and recently elected state legislator, also spoke during the opening session saying that, "The Reagan Administration's civil rights record has been pretty dismal." Officials, she noted, have put out mixed signals on the best way of achieving affirmative action. Bradley noted that the U.S. Equal Employment Opportunity Commission supports a goals and time-tables method to eliminate discrimination in hiring, but the U.S. Department of Justice, headed by William Bradford Reynolds, Assistant Attorney General for Civil Rights, is fighting their use. "We must have a benchmark, we have to have accountability," said Ms. Bradley. Pendleton responded that Reynolds view of affirmative action is to throw open job opportunities to all people, but to ignore race or gender in the actual hiring. Pendleton said that Reynolds is opposed only to preferential treatment given for a class of people when hiring. Ms. Bradley countered that affirmative action doesn't mean preferential treatment, that it is only used when all qualifications of job applicants are equal. Affirmative action means more than neutrality after eliminating overt discrimination, she said, rather it should be a good faith effort to eliminate years of discrimination against women and minorities.

The second session of the conference focused on the experience of Washington State in a recent U.S. District Court decision finding them liable for the payment for anywhere from $500,000,000 to $1 billion in back-pay and raises to make up for past discrimination. Bob Boysen, a member of the Washington State Personnel Division staff, spoke to the conference about their experience with the issue of comparable worth or pay equity. Boysen said that comparable worth is emerging as a major personnel issue across the nation. Joyce Brown, director of the State of Montana's Classification Enhancement Project, said that Montana is starting in a better position than Washington was in when it examined state job classifications and salaries. Washington, she said, looked at what secretaries and truck drivers were being paid in the larger labor market. The lawsuit alleged that these market-based pay levels discriminated against people holding state jobs that were traditionally held by females such as secretarial positions. Montana, by contrast, generally placed secretaries and truck drivers into job classification brackets based on job evaluations. Salaries are then based on these classifications. As a result, she said, 90% of Montana state government job positions have never been paid based on the market, as Washington did. We are paying entry level nurses and entry level engineers the same, she said. Boysen said, Montana may, "be almost completely there," in achieving the goal of comparable worth. He said, Montana would appear to have, "much less of a correction needed than certainly the State of Washington."

Speaking during the afternoon session were representatives of the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs, and the Montana Human Rights Commission. They spoke regarding current legal issues and EEO, including the current lawsuit before the Montana Supreme Court regarding the Montana Maternity Leave Act.

The highlight of the second day of the session was a panel discussion chaired by Dr. Krishna Tummala of Montana State University in Bozeman. Participants in the discussion included Jan Jamruszka-Wilson, of the Women's Lobbyist Fund; Michael Carvin, Special Assistant to William Bradford Reynolds, from the U.S. Department of Justice; Paul Smith, of OFCCP; Anne MacIntyre, Administrator of the Human Rights Division; Joseph Esquibel, of EEOC in Denver; and Dawn DeWolf, of Helena Industries. The panel generated lively discussion on which approach is a better one to eliminate the legacy of discrimination felt by certain persons in this country. There was active participation on the part of members of the audience in the discussion which lasted two hours.

A ½-inch video tape of the conference is available for viewing by interested persons by contacting Linda Rickman at 444-3794.

NEW RECRUITMENT AND SELECTION PROCEDURES ADOPTED

The State of Montana officially adopted its new Recruitment and Selection Policy effective October 26, 1984. Several new forms and procedures have been designed to implement the new policy and to reduce some of the paperwork that was inherent in the previous application handling system. The new State Application (PD-25 REV 10/84, Stock #9000-0570), has been developed and is now available for purchase from Central Stores Bureau. An additional Experience Continuation Sheet (PD-30, Stock #9000-0574) has also been developed for use by applicants to continue a listing of relevant experience when applying for a job. That form is also available through Central Stores.

The State Personnel Division has also distributed copies of the new standard Vacancy Announcement form to state agencies. This form should be used to advertise all vacancies. It will not be stocked by the Central Stores Bureau, unless agencies request it.

Any recruitment for a vacancy which opens after October 29, 1984, should be conducted according to the new state Recruitment and Selection Policy and should include a statement that, "applicants must submit the new (revised 10/84) State Application Form. Earlier versions of the State Application are not acceptable." Any vacancy which was advertised prior to October 29th and does not contain the statement above, may be applied for by using the 1981 version of the State Application Form and, where applicable, the PD-25A. The new application form includes questions for the claiming of veteran's or handicapped person's employment preference, thereby eliminating most usage of the PD-25A form.

Questions on the new procedures or samples of the forms may be directed to the staff of the Employee Relations Bureau at 444-3871.

HUMAN RIGHTS ADOPTS NEW MATERNITY RULES

New rules on maternity leave have been adopted by the Montana Human Rights Commission. The new rules became effective September 14, 1984.

The 1983 Legislature transferred responsibility for implementation of the state Maternity Leave Act from the Commissioner of Labor to the Commission. The rules are titled definitions, termination employment due to pregnancy prohibited; mandatory leaves for unreasonable length of time prohibited; verification of disability; pregnancy-related disability to be treated as temporary disabilities; and return to employment after maternity leave.

For additional information, contact the Human Rights Division, 444-2884.

NETWORK DISCUSSES PROPOSED ANNUAL LEAVE CHANGES

Proposed changes to the annual vacation leave rules were discussed at the October 31 meeting of the Personnel Policy Network. A proposed form also was reviewed which would certify any prior public employment or eligible military service an employee could apply to the rate at which annual leave is earned.

Additional revisions will be made prior to the formal public notice period which should begin in December and a public hearing will be scheduled.

The changes have been proposed to implement 1983 amendments by the Legislature to 2-18-611, MCA, which eliminated leave accrual during leave of absence without pay; to implement the new Attorney General's opinion on use of hours worked to accrue time toward the rate at which leave is earned, and to reorganize the policy to make it clear and simple to use.

Agencies may choose to use the new form developed by the State Personnel Division which certifies eligible prior public or military service which can be applied to the rate at which an employee earns leave. Agencies were encouraged to notify current employees that such time may count, so that current employees may have such time certified, if they have not already done so.

For additional information, contact Gale Kuglin, 444-3984, or Barb Charlton, 444-3983.

LEGISLATIVE RECOMMENDATIONS - INCENTIVE AWARDS PROGRAM

By law, the State Employee Incentive Awards Program is scheduled to terminate on July 1, 1985. The program has generated more than $500,000 in documented cost savings since its inception in April 1982. It has also given many state employees an opportunity to voice their ideas as to how state government should be operated. Because of these benefits and because the program seems to be operating at relatively little cost, the State Employee Incentive Awards Advisory Council has recommended a legislative change to allow the Program to be continued indefinitely.

The Advisory Council has also recommended that the maximum award amount for a single suggestion be increased from $500 to $1,500. A survey of other programs of this type among state governments revealed that $500 is the lowest maximum allowed by any state. The $1,500 amount is still below the average maximum award amount allowed for such programs, but it represents a reasonable increase for the Montana program. Depending on individual tax rates, $1,500 is expected to provide an after-tax award of about $1,000. Several awards already presented have resulted in cost savings well above $5,000. The higher maximum is expected to encourage more of these types of suggestions.

To obtain more information on the program or to obtain program promotional materials, contact Joe Michaud, 444-3887 or Vi Pigman at 444-3809.

CLASSIFICATION ENHANCEMENT PROJECT IN MIDST OF PUBLIC COMMENT STAGE

The public information meetings held to date on the new proposed method for classifying jobs -- three in Helena, two in Missoula, and two in the Deer Lodge Valley -- have had mixed attendance averaging approximately 60 individuals per meeting.

A formal public hearing will be held on November 29, at 7:00 p.m. in the SRS Auditorium. Employees have been encouraged to attend the information meetings and review materials available at their agency personnel offices or at the State Personnel Division in advance of the meeting.

For further information, please contact Joyce Brown at 444-3884, or Ron Wilson at 444-3885.

THE GOVERNOR'S HANDICAPPED EMPLOYMENT CHALLENGE ANNOUNCED

Governor Ted Schwinden and Lowell Bartels, chairman of the Governor's Committee on Employment of the Handicapped (GCEH), will be the main speakers at a dinner on March 23, 1985, in which the Governor will challenge public and private employers to hire disabled persons. The challenge will be set up as a competition between civic organizations and departments of government

GCEH members will be contacting civic organizations before the dinner to explain the challenge and recent participants from as many employers as possible. "Employer of the Month" awards will be given to acknowledge the efforts of individual employers.

The scoring will be done by individual employers and by organization/department. An awards banquet will be held in October, 1985 and Governor Schwinden will present the awards to the top business and organization in the private sector and top agency and department in the public sector.

For more information, contact Bob Liston at 444-3886.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED TO MONITOR LEGISLATION

The GCEH met November 15, at the Historical Society. The main topics of discussion were the Governor's Handicapped Employment Challenge (see related story) and the upcoming legislative session.

A sub-committee was formed to monitor bills which have impact on the disabled. Some of the issues the community feels will be of interest at this point are: the Veterans and Handicapped Person's Employment Preference as the Priorities for People (PFP) action by SRS, and possibly handicapped parking.

More information can be obtained by contacting Bob Liston at 444-3886.

STAFF CHANGES

Jean Moffatt is the new personnel officer at Montana State Hospital. Her telephone number is 693-2221, extension 2200. She replaces Tom McCarthy who has accepted another position at the hospital.

Nina Drake is the new personnel officer at the Department of Revenue. Her telephone number is 444-2460.

Jim Nys is the new personnel officer for the Department of Administration. He moved to this position from his former job as EEO Coordinator with the State Personnel Division. His new telephone number is 444-4613.

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CLASSIFICATION ENHANCEMENT PROJECT STAFF AND ADVISORY COUNCIL ANALYZE PUBLIC COMMENTS ON PROPOSED METHOD

The Classification Enhancement Project staff and the Job Classification Advisory Council (JCAC) are currently in the process of evaluating public comments on the proposed Job Evaluation method. Public comments were solicited during a November-December formal review and comment period involving eleven informational meetings across the state and a public hearing.

Approximately 100 comments were received during this period involving a range of issues. Both the staff and the JCAC plan to specifically address issues raised by several commentators and provide a written response to all participants including a summary of the comments and any anticipated modifications. Some of the most commonly raised issues the staff and JCAC plan to address are: the degree of description to existing relationships, the weight placed on supervisory elements versus professional/technical elements and measurement of mental stress. Other comments they plan to address involve the description and/or factoring of individual benchmarks.

The next phase of the project will be further testing and refinements of the method. This will involve analysis of its application to a comparable worth study sample (article below) and one or two test agencies and requests for further agency review and comment.

For further information contact Joyce Brown at 444-3884, or John McEwen at 444-3894.

COMPARABLE WORTH STUDY UNDERWAY

The State Personnel Division staff is currently evaluating a sample of 138 state jobs as part of a Comparable Worth study being conducted for a report to the legislature. The report is required by 2-18-209, MCA, passed during the last legislative session.

The jobs being studied include predominately male (70% or more), predominately female (70% or more) and mixed classes from each grade randomly selected from all such classes with 6 or more employees.

These jobs will be evaluated using the quantified factor evaluation method developed as part of the Classification Enhancement Project (feature article). The current salaries of predominately male, female and mixed jobs evaluated of the same level will then be compared.

The study must await modification to the factor evaluation method currently being made as a result of the public review and comment stage and is expected to be completed in February.

For additional information contact Joyce Brown, 444-3884.

PDC CONTINUES DEVELOPMENT OF PRINCIPLES OF MANAGEMENT CURRICULUM

The Professional Development Center is continuing to develop the curriculum for the second level management training. The Principles of Management course will consist of a full six days of training to be conducted over a period of five or six weeks. Subjects to be covered will include: Information Management Systems; Fiscal Planning; Program Management and Control; Special Issues; Law and Ethics; and end with a laboratory session the final day.

Principles of Management is intended for mid-level managers (i.e., Bureau Chiefs) and is expected to begin in mid-1985.

For further information, please contact Jim Burgess, Training Director, at 444-3855.

TRAINING SCHEDULE ANNOUNCED BY PDC

The Winter Training Schedule of classes conducted under the auspices of the Professional Development Center has been published and should be in the hands of your Personnel Representatives by the time you receive this issue of Montana Personnel Perspectives. Ask to see a copy of it.

During January the following courses will be conducted:

New Employee Orientation - January 8 - 8:30 to Noon.
Conducted in Room 136, Mitchell Building. Cost: $15.00

Face-to-Face: Confrontation & Communication - January 9 - 8:30 to 4:30.
Conducted in Room 114, Coach House Inn East in Helena. Cost: $55.00.

Media Relations - January 10 - 8:00 to 5:00.
Conducted in Rooms 302/303, Workers' Compensation Building. Cost: $55.00. NOTE: Class limited to 10 participants.

Supervision: Rights and Responsibilities - January 15 - 8:30 to 4:30.
Conducted in Room 212A, Coach House Inn East in Helena. Cost: $55.00.
NOTE: This course is included in the Essentials of Management curriculum and will be counted for anyone desiring to complete the EOM series in this manner. For further information, please contact Jim Burgess, Training Director, at 444-3885.

Managing Time and Public Relations in the Public Sector
January 15 - 8:30 to 4:30.
Conducted in the Ponderosa Inn in Billings. Cost: $55.00.
NOTE: Participants may enroll for only one of the courses shown at a cost of $25.00 for Managing your Time, or $30.00 for Public Relations in the Public Sector.

Editing Skills - January 16 - 8:30 to 4:30.
Conducted in Room 302, Workers' Compensation Building. Cost: $45.00.

How to Keep Your Job From Making You Sick - January 17 - 8:30 to 4:30.
Conducted in Room 303, Workers' Compensation Building. Cost: $25.00.

Purchasing and Procurement - January 22 - 8:30 to 4:30.
Conducted in Room 303, Workers' Compensation Building. Cost: $25.00.

Windmills - January 29 - 8:30 to Noon.
Conducted in Room 136, Mitchell Building. No Charge.

Managing Time - January 30 - 8:30 to Noon.
Conducted in Room 136, Mitchell Building. Cost: $25.00.

Sexual Harassment Prevention - January 30 - 1:00 to 3:00.
Conducted in Room 136, Mitchell Building. Cost: $15.00.

To enroll in any of the classes, please contact Roxie Thomas at 444-3985.

1984 SALARY AND BENEFIT SURVEY COMPLETED

The 1984 State Salary and Benefit Survey is being published and will soon be ready for distribution. As with the previous survey, a regular report (30 pages) and a technical report (listing all available statistics) are being printed. Each state agency will receive at least one copy of each report. In general, the following conclusions can be drawn from this year's salary and benefit survey:

1. State classified employee salaries at all grade levels are generally near or below market averages.

2. State salaries of employees paid by special pay matrices (retail clerks, blue collar crafts, teachers and physicians) are generally near or below market averages.

3. Montana salaries for several professional and technical occupations are significantly below market averages. Otherwise, Montana salaries are generally near or only slightly below market averages. Montana occupational groups definitely with above average salaries include Health Technicians, Education Technicians, Library and Archival Science Technicians, Personal Service Crafts and those in Personal and Domestic Miscellaneous Groups. These groups tend to include female-dominant classes.

4. To a much greater degree than other employers, the state's current classification system allocates grade levels from a perspective of value to the organization and tends to treat predominately female occupations and mixed occupations in a similar manner as predominately male occupations.

5. Through the use of step increases, the state increases the salaries of satisfactory employees as fast as the average of other employers through the use of longevity and/or merit increases. Unlike the previous survey, the state's maximum and average or midpoint salaries are not less competitive than the state's minimum salaries. An additional increase to the step 13 rates alleviated this situation for the time being.

6. The state's group insurance contribution is about in line with the market.

7. The state's retirement contribution is below the average of neighboring state contributions and nearly equal to the average of Montana employer contributions.

8. State employees receive more paid leave time than those employed elsewhere in the two labor markets.

9. The state's market position for recruiting and retaining professional and technical employees has become lower in the last two years. However, higher relocation costs, the scarcity of good jobs in the area and an uncertain economy has kept the recruitment and retention of sufficiently qualified personnel from becoming a problem.

10. Percentage salary adjustments have continued to deter further salary compression between grade levels.

For further information contact Joe Michaud at 444-3887.

NATIONWIDE CONTRACT AGREEMENT REACHED

A new agreement has been reached for 1985 with Nationwide Insurance, our fixed and variable deferred compensation product carrier. The changes made from previous agreements all benefit Plan participants. The biggest change involves a declining and disappearing deferred sales charge against amounts withdrawn in installments over a designated period of less than thirty-six months. Currently, this change is 4% regardless of how long a participant has been in the Plan. Beginning in 1985, the following schedule will be applicable:

Contingent Deferred Sales Charge Percentage	Year of Plan Participation
4%	0 to 12
3%	13
2%	14
1%	15
0%	16 and after

Years prior to 1985 are not considered as years of Plan Participation under this provision. As an example, an employee who participates from 1985 through 1997, then retires and takes a lump-sum withdrawal in 1997 is subject to a 3% deferred sales charge. This new disappearing sales charge is a significant improvement over past practices.

Regardless of the number of options chosen by a participant, the Administrative charge for maintaining a participant account is $12 per year. Formerly, for participants with both old and new money accounts this charge was $15 per year.

Finally, Nationwide has agreed to have an Independent Certified Public Accountant audit contributions, earnings, accumulation values and withdrawals of a representative sample of our Plan participants' accounts. This is added assurance that account values will generally reflect participant expectations at their selected time to begin benefit payments.

The fixed rate guaranteed for the first quarter was received from Nationwide. They are as follows:

Fixed Account per 1985 Money	8.85%
Savings and Loan	11.15%
Fixed New Money	11.55%

For further information about the Salary and Benefit Survey, contact Joe Michaud at 444-3887.

NEW DEFERRED COMPENSATION PLAN DOCUMENT WRITTEN

The State Personnel Division has written a new Deferred Compensation Plan Document. This has been rewritten to assure compliance with the appropriate state and federal laws regarding deferred compensation and to assure that amounts deferred under the Plan are not subject to taxation until these are legally received by participants as benefit payments. Participants and potential participants should contact Montana Benefits/G.T. Murray, P. O. Box 623, Helena, Montana 59620 or 443-6398 to receive a copy of this new Plan Document as this determines how the Plan will function until further notice.

For further information, contact Joe Michaud at 444-3887.

INCENTIVE AWARDS ADVISORY COUNCIL MET

The State Employee Incentive Awards Advisory Council met on December 5th. At the top of the discussion were four employee suggestions requiring legislation for implementation but also determined by agency evaluations as being beneficial to state operations. After much discussion, the Council advised the State Personnel Division to draft responses indicating to suggestor's the merits of their suggestions and encouraging them to contact their respective legislators in pursuing the law changes which would enable implementation of their ideas. This was seen by the Council as the best opportunity for implementing these ideas because agencies had already developed their legislative packages and these ideas were often well down the list of the agency's prioritized items for receiving legislative consideration.

The Advisory Council also went on record encouraging agencies to either indicate acceptance of a suggestor's cost savings estimates or to provide revised estimates for award winning ideas. This can be easily accomplished if the agencies would simply answer all questions on the Agency Evaluation Reports. In cases where benefits are anticipated but are too difficult to determine or hard dollar cost savings cannot be estimated, the Advisory Council will only authorize $25 awards.

The Advisory Council recommended four suggestions for awards to be presented by Governor Schwinden.

Teresa Hopkins Lundberg, Helena, a Department of Administration employee, will receive a $25 award. She suggested providing training to computer users so that they are encouraged to use delete or purge commands on unwanted reports - thus saving paper.

Eugene W. Hanson, a Department of Highways employee from Roundup, recommended that his Department use a modified "bin sander" for repairing highway "potholes." Because his idea is expected to save the state in excess of $95,000, Mr. Hanson has been authorized to receive a $500 award.

Valerie Flansaas of the State Auditor's Office in Helena will receive a $75 award. Her award is for an idea combining efforts of the Secretary of State's Office with the State Auditor's in mailing required information to new domestic corporations. Although the State Auditor's Office is the chief beneficiary and will pay the award, both agencies agreed that the idea saves them both time and money.

Lyn Van Arsdale, a Billings Department of Social and Rehabilitation Service employee, will receive a $25 award from Governor Schwinden. SRS now uses a new system of classifying file folders for the AFDC program. The new system is more efficient for Eligibility Technicians to use than the old system.

Remember, the Employee Incentive Awards Program succeeds through management endorsement and encouragement. If you need promotional material contact Joe Michaud or Vi Pigman at 444-3871.

PROPOSED EXECUTIVE BRANCH PAY SCHEDULES

As a result of the statute 17-7-111 and 17-7-112, MCA, passed by the 1983 Legislature, the Budget Office has submitted to the Legislative Fiscal Analyst, the proposed salary schedules for all executive branch employees for the 1986/1987 biennium.

The proposed salary schedules generally call for increases in compensation of 2% each year of the biennium starting with the first full pay period in that fiscal year. In addition, the proposal calls for an increase in the states contribution for group insurance from the present $1200 per year to $1320 in FY 86 and $1440 in FY 87. The proposal also eliminates the present anniversary date step increases and employees would remain at the step they occupy as of June 30, 1985. The only exception would be step one employees. They will still advance to step two after six months.

Salary proposals for the blue collar, teacher and liquor store plans contain increases similar to the general matrix.

Statute 17-7-111 and 17-7-112, MCA, requires that the Budget Office submit to the Legislative Fiscal Analyst the proposed pay plan schedule for all executive branch employees by November 15 in the year preceding the convening of the legislature. As a result of this legislation, the State Labor Relations Bureau has been in negotiations with executive branch employee unions since

September, 1984, in an attempt to reach tentative agreements on salary proposals prior to the November 15 deadline. To date, the only tentative agreement reached has been with locals #971 and #1620 of the American Federation of State, County and Municipal Employees which represents approximately 450 employees at Boulder River School and Hospital and Montana State Hospital. This tentative agreement established the salary proposal for the general matrix which was submitted by the Budget Office. Negotiations are still continuing with many executive branch employee unions.

Salary proposals will next be introduced in bill form to the 1985 Legislature. Their approval is required before the proposed salary plans are effective. The House Appropriations Committee has scheduled a public hearing on the pay plan for January 26, 1985.

For further information contact Rod Sundsted at 444-3871.

STAFF CHANGES

Ellen Feaver is the new director of the Department of Administration. She moves from the Department of Revenue and she replaces Morris Brusett. Mr. Brusett is the new Montana representative on the Northwest Power Planning Council.

Montana Personnel Perspectives is published monthly by the Department of Administration, State Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Materials may be reproduced by state agencies without permission. Comments should be directed to the State Personnel Division, Mitchell Building, Helena, Montana (444-3871).

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